Missouri State UNIVERSITY

Department of Defense and Strategic Studies

Student Handbook

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History

The Defense and Strategic Studies (DSS) program started in 1971 in the School of International Relations at the University of Southern California, under the leadership of Dr. William R. Van Cleave. The primary objective of the DSS program was and remains to provide incomparable graduate level education and training for students planning careers in national and international security affairs and policy-making.

The program flourished at the University of Southern California; in 1987, it moved to Missouri State University where DSS became a Department offering the specialized Master of Science degree in Defense and Strategic Studies. In 2005, the DSS program began a new era when the University moved the Department physically to Fairfax, VA, located just 10 miles from Washington DC, to take advantage of the many educational, financial, and employment opportunities that are unique to the Washington, DC metropolitan area. In 2008 and 2009 DSS provided classes at the Army Management and Staff College; in 2010, DSS began an exchange program with the Masaryk University in the Czech Republic; and in 2012, DSS added the M.S. in Countering Weapons of Mass Destruction Studies (CWMD) option to its curriculum and began a cooperative program with the National Defense University. DSS was selected for this by the Department of Defense via a competitive process to provide this CWMD degree option for up to 24 National Defense University Fellows each year. When DSS moved to Washington DC in 2005, it had 32 graduate students. Currently the program has grown to over 90 graduate students. DSS has become one of the largest and most recognized programs of its kind and offers a graduate curriculum of study at least comparable to that offered at the most expensive and prestigious private universities in the country, but does so at a public university price.

This program operates in Fairfax, Virginia, and is certified by the State Council of Higher Education for Virginia (SCHEV).

Academic Dishonesty

Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. The student is responsible for knowing and following the University's student honor code.

Any one of the following acts constitutes academic dishonesty:

- Cheating: The term "cheating" refers to using or attempting to use unauthorized technology, materials, information, or study aids in any academic exercise (whether intentional or not).
- Fabrication or other misconduct in research: The term "fabrication" refers to unauthorized falsification or invention of any information (including research data) or any citation in any academic exercise; "misconduct in research" refers to any violation of ethical guidelines for attributing credit and authorship in research endeavors, non-compliance with established research policies, or other violations of ethical research practice.
- Plagiarism: The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work or sections of a work of another person without full and clear acknowledgement (whether intentional or not). This includes any material copied directly or paraphrased from the Internet. The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, including material taken from or ordered through the Internet, also constitutes plagiarism.
- Facilitating academic dishonesty: Assisting or attempting to assist another to violate any provision of this Academic Integrity Policy, whether or not that action is associated with any particular course, is considered academic dishonesty.

The Department does not tolerate academic dishonesty. Students are responsible for understanding what constitutes dishonesty and are required to read the "Student Academic Integrity Policies and Procedures" found on the MSU website. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

Plagiarism, depending upon the severity and circumstances, could result in substantial lowering of grade, or an F and loss of credit for the paper, or an F and loss of credit for the course (in which case an XF grade will appear on the official transcript indicating Failure due to academic dishonesty), or even expulsion from the DSS program.

The MSU policy guide on Student Academic Integrity establishes a duty to report instances of apparent academic dishonesty:

"All members of the University community share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. Any student, faculty member, or staff person who has witnessed an apparent act of student academic dishonesty, or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, is strongly encouraged to report said act."

"Self-plagiarism," the use of the student's previous writing from papers completed for other classes or earlier publications without acknowledgement and permission from the current instructors is also a form of academic dishonesty.

Active Duty U.S. Military Personnel

Active duty U.S. military personnel assigned to Maryland, Virginia, or Washington D.C. are considered Missouri State residents for tuition purposes and benefit by receiving in-state tuition rates. Active duty military should contact the DSS Administrative staff to learn how they can take advantage of this valuable privilege.

Automobiles and Registration

Any student enrolled full-time in an accredited school in Virginia and not employed, may drive in Virginia with a valid out-of-state (or another country) driver's license and valid out-of-state license plates on his or her vehicle. If a student is full-time student and employed, he or she is considered a resident of Virginia for the purposes of motor vehicles laws only. Therefore, the student must apply for a Virginia driver's license and register his or her vehicle in Virginia. The student must register the vehicle in Virginia even if it is owned by someone else.

Calendar 2016-2017

Fall 2016

August 17	DSS New Student Orientation
August 22	Classes Begin
September 2	Full Refund deadline
September 5	Labor Day Holiday (no classes/office closed)
November 21-23	Fall Holiday (no classes/office open)
November 23-25	Thanksgiving Holiday (no classes/office closed)
December 8	Last day of classes
December 10-15	Final exams
December 20	Grades available to view online

Spring 2017

January 17	Classes Begin
February 20	President's Day (no classes/office closed)
April 13-14	Spring Holiday (no classes/office closed April 14)
May 11	Last day of classes

May 13-16	Final exams
May 19	Commencement
May 23	Grades available to view online

Summer 2017

June 12	Classes Begin
July 10	Independence Day Holiday (no classes/office closed)
August 3-4	Final exams
August 8	Grades available to view online

Cell Phone Policy

As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of the Provost prohibits the use by students of cell phones, pagers, PDAs, or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class. Other exceptions to this policy may be granted at the discretion of the instructor.

Closing Due to Inclement Weather

With safety the overriding concern, DSS will cancel classes in the event of inclement weather. The decision to cancel classes will be announced on local radio and television broadcasts; in particular, tune into WTOP Radio at 103.5 FM and www.wtop.com for these announcements. Students may also check the DSS Facebook page for updates. The office will be open when safety permits. Classes will be rescheduled at the discretion of the faculty. Students are welcome to call the DSS office, but students in classes that are affected will be contacted via email, so there may be no need to call the office.

Computer Use Policies

1. DSS computers should remain powered on during the week and only shut down on weekends. This allows the computers to update and run automatic maintenance to ensure optimum performance;
2. Do not install software on DSS computers;
3. Do not change ANY of the settings on DSS computers. Internet Explorer is the web browser used by our system;
4. If a student encounters a problem with a DSS computer or receive a notice that a virus has been detected, it must be reported to DSS Staff;
5. Limit the opening of email attachments to files relating to your research or the department. **Do not open email attachments from unknown sources on DSS computers;**
6. Do not save personal files to DSS computers. Any files left on DSS computers will be deleted;
7. Student laptops connecting to the DSS network must be running current anti-virus software.

Course Registration and Dropping Classes

Each student is responsible for his/her course registration and payment of fees as well as for the dropping of classes (with possible attendant refund). Please check the Missouri State University website for deadlines and penalties.

Priority admission to classes will go to degree seeking students, especially those who are in their final semesters.

Degree Requirements (36 hours)

Defense and Strategic Studies (DSS) Masters of Science Program, Missouri State University

Complete 36 semester hours required/12 three semester-hour courses in 24 months, as follows (note that not all courses are offered every semester):

2 Required Core Courses (6 semester-hours):
DSS 601: Seminar on Nuclear Strategy and Arms Control (F, S)***
DSS 632: Seminar on International Security Affairs (F, S)***

10 Elective Courses selected from the following list (30 semester-hours):
DSS 630: International Law and Global Security (S)
DSS 700: U.S. Strategy and Defense Policy (F, S)
DSS 702: Seminar on Regional Security Problems in the Middle East (F0
DSS 703: Science, Technology, and Defense Policy (Su)
DSS 704: Arms Control: Theory and Practice (F, S)***
DSS 705: NATO Security Issues (Su)
DSS 707: Congress, National Security, and Weapons of Mass Destruction (F, S)
DSS 708: Contemporary Security Issues in Russia (F)
DSS 709: Space and Information Warfare (F, S)
DSS 710: Seminar on International Terrorism and Security (F, S) *or* DSS 810: Advanced Terrorism (TBD)[1]
DSS 713: Intelligence, Counterintelligence, and Covert Action (F, S)
DSS 716: Understanding Military Operations (F, S)
DSS 719: Strategic Culture (F, S)
DSS 720: Internship Training in DSS Policy (F, S, Su)[2]
DSS 721: Missile Defense, Proliferation and Contemporary Warfare (F, S)
DSS 722: Emerging Strategic Challenges (F, S)***
DSS 723: Counterproliferation (F, S)***
DSS 724: Leadership in National Security Policy (F, S)
DSS 725: Instruments of State Power (F, S)***
DSS 727: Chemical and Biological Warfare (F, S, Su)***
DSS 794: Active in Research (F, S, Su)
DSS 796: Directed Readings and Research in Defense and Strategic Studies (F, S, Su)[3]
DSS 797: Special Topics: Security Challenges in Latin America (F, S)
DSS 797: Special Topics: Advanced Topics in Intelligence and National Security (S, Su)
DSS 797: Special Topics: Cyber Security
DSS 799: Thesis (F, S, Su)[4]

Program Requirements also includes either a Thesis or Non-Thesis project

Several courses can be taken either primarily or wholly away from the MSU Fairfax, Virginia campus, including: DSS 720, 727, 794, 796, and 799.

***Required for DSS/CWMD Option

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[1] Only DSS 710 or DSS 810 may count toward the degree. Students with appropriate background may enroll in DSS 810 with permission.

[2] Students have the option of taking DSS 720 twice (6 credits). Students can use the credit for the same internship twice, but must reapply and complete the paper and review form each semester. Students who are employed in the field can take DSS 720 once (3 credits).

[3] With permission, DSS 796 can be used for a specific research project that is turned in for credit; this may correspond to the subject of a student's thesis.

[4] Required for the thesis research option. The thesis is expected to be 80-100 pages in length. Students may take a non-thesis research option, which consists of a 30-35-page non-thesis research paper that will be defended, along with successful completion of a comprehensive three-hour oral examination administered by three members of the graduate faculty with whom the student has worked.

Directed Readings

With approval, students have the option to work directly with a professor on a Directed Reading course. This course is individually tailored for the purpose of improvement of research skills; to gain a broader background of knowledge in a particular area not covered by seminars; for more depth in selected areas of specialization; and/or to help meet the non-thesis M.S. research requirement. The course may be repeated for credit to a maximum of 9 credit hours.

For approval, the student must approach a professor. Together, the student and professor draft the reading list, course outline and expectations. All arrangements must be made in conjunction with the Coordinator of Directed Readings, Professor John Rose. A full detail of the Directed Reading requirements can be found on the Directed Reading Directives (Appendix B).

Disability Accommodation

To request academic accommodations for a disability, contact the Head of Department, Dr. Keith Payne. He may be reached at 703-218-3565.

Doctoral Study at the University of Reading (U.K.)

We encourage students who are interested in pursuing a doctoral (Ph.D.) degree, to consider applying to the Graduate Institute of Political and International Studies (GIPIS) at the University of Reading in the United Kingdom (West of London). Students may have the opportunity to study under Dr. Colin Gray, one of the world's foremost strategic thinkers. Many DSS students have pursued this option in the past, and GIPIS welcomes applications from our students. The Ph.D. program usually takes three years.

Email Accounts

It is the responsibility of all students to maintain their Missouri State email accounts since most University and Departmental emails will go to them, including notifications of re-scheduled seminars, financial issues in addition to all thesis correspondence.

Flash Drive Use

1. Scan your flash drive for viruses before opening files on DSS computers;
2. Scan your personal computer for viruses at least once per week to help prevent the transfer of viruses to DSS computers;
3. Lost and found flash drives may be received at the front reception desk.

Repeated virus infections of DSS computers from students' flash drives will result in flash drives no longer being allowed on the DSS network.

Grading Codes

Please see the MSU website for a full list of Grading and Credit Point System. Note the following: "W" Grade: Withdraw. The student withdraws from the course without academic penalty. "Z" Grade: Incomplete. This applies to courses where extenuating circumstances do not allow the student to complete a course within the semester time frame, and therefore rolls into the following semester (used for Thesis class). If the outstanding coursework is not completed within the following semester, the "Z" grade becomes a "W."

Incomplete Grade: This applies to courses where extenuating circumstances do not allow the student to complete a course within the semester time frame. Students must receive permission from the professor instructing the course to be issued an Incomplete. Once coursework is complete, the letter grade may be issued. Incomplete coursework must be completed within one calendar year or the grade will automatically convert to an "F".

Grievance Policy

DSS students are welcome to report any grievance directly to the Department Head.

In addition to the grievance process outlined in the Missouri State University graduate catalog, students attending the DSS program may contact the State Council of Higher Education for Virginia with any grievance they believe has not been adequately addressed by Missouri State University. Any student doing so will not be subject to any unfair actions as a result of initiating a complaint. The address of the State Council of Higher Education for Virginia is: SCHEV - 101 N. 14TH St., James Monroe Bldg. - Richmond, VA 23219 Tel: (804) 225-2600 Fax: (804) 225-2604

ICF International Building

DSS is located in a prestigious office park, with adjacent apartment and townhouse complexes. As such, students are to dress with a degree of professionalism. Please do not wear casual items such as sweat pants, shorts or flip flops to class. Business casual is recommended.

Regular operating hours for the ICFI building are 7:00 am to 6:00 pm Monday through Friday. The building is secured after 6:00 pm on weekdays, all day Saturday, Sundays and holidays. Therefore if you arrive late for class (post 6:00 pm) it is your own responsibility to gain access to the building.

DSS office hours are Monday-Friday 10:00 am to 6:00 pm.

The free shuttle between the building and the Vienna Metro station runs approximately every 15 minutes between 7:00 am and 8:00 pm.

Free visitor parking is available on the lower level of the garage. Access to the visitor parking is a separate entrance on the Lee Highway side of the garage. Parking is not permitted in the front of the building.

Smoking is not permitted in the building, which includes all lobby areas, hallways, door vestibules, stairwells, garage areas and restrooms. Alcohol is not permitted.

There is a cafeteria in the ICFI building complex that is open for business from 7:30 am until 4:00 pm. On the ground floor there is an auditorium with theatre-style seating. DSS uses this auditorium for its commencement ceremonies.

Student safety is a priority goal. While our facilities are located in a typically "safe" area, we ask that when students leave the building after hours, they use the "buddy system" to the parking garage or Metro station.

Internships

With permission, students have the option of taking DSS 720: Internship twice (6 credits.) Each iteration of DSS 720 requires a 10-15 page paper, which describes how the student's specific field experience and duties relates to the DSS program of study. The paper submitted for a second iteration of DSS 720 can build upon the paper submitted for the first iteration, but must be substantively different. Ideally, DSS 720 should not be taken until after the second semester, so that the student has had occasion to reflect upon program coursework and can incorporate broader knowledge of the internship site's function and overall experience into the paper(s).

It is the student's responsibility to seek out and obtain an internship. Faculty will assist in this process, but student initiative in soliciting internships often is successful. Ambassador Robert Joseph and Dr. Susan Koch coordinate the internship program and should be contacted prior to the semester in which a student plans to pursue an internship.

At the beginning of the semester, students must submit the Internship Application and Approval form (Appendix C) to Ambassador Joseph and Dr. Koch. Near the completion of the internship, the internship supervisor must complete the Professional Development Assessment (Appendix D). The student is responsible to send this form to the internship supervisor.

Laptop Use

Laptops are banned from seminars unless a faculty member specifically allows student laptops at their discretion. Students must ask for the permission of the faculty member to use a laptop in class.

Library & George Mason University Library

In addition to DSS publication subscriptions, many journals/magazine are available online through the MSU library at http://library.missouristate.edu. To access the University online databases, it is necessary for DSS students to establish an e-mail account and password with Missouri State.

The DSS library is available to all students. The library is organized alphabetically according to the author. In order to check books in and/or out during regular hours, students must ask the on-duty DSS Student Worker at the front desk. In order for the library to remain fully functional, students are not to remove books without appropriately checking them out first. Failure to

appropriately follow the library system of checking books in and out will result in the withdrawal of all library privileges for the semester.

If a student requires a book for longer than the standard two week allowance, he or she is to notify a DSS Student Worker, and the book may be renewed in his or her name. After one renewal, the book will become available and can be requested by another student for return.

With the exception of thesis-related materials, all books must be returned to the library before the end of the respective semester otherwise library privileges for the following semester will be revoked.

Those books which have a red sticker on their spine are for reference only and may not be checked out nor removed from the department premises. These books often belong to the department professors or are limited stock class materials.

DSS has negotiated library privileges for DSS students with the George Mason University (GMU) in Fairfax. Library cards will be available for DSS students upon request only. Please see a DSS Department Coordinator to request a card. These library cards are available on a limited basis; first come, first served. The student will be responsible for picking up their card at GMU library.

Nondiscrimination Policy

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University. Prohibited sex discrimination encompasses sexual harassment, which includes sexual violence. In addition, the University does not discriminate on any basis (including, but not limited to, political affiliation and sexual orientation) not related to the applicable educational requirements for students or the applicable job requirements for employees.

This policy shall not be interpreted in a manner as to violate the legal rights of religious organizations or military organizations associated with the Armed Forces of the United States of America.

Program of Study Guidelines

The student's Advisor-Approved Program of Study is a form (see Appendix A) listing all courses that will be used to fulfill degree requirements. A student should submit an Advisor-Approved Program of Study to the Graduate College **before** 15 credit hours have been completed. Failure to complete the Advisor-Approved Program of Study may result in a "Hold" being placed on a student's MSU account.

1. Program of Study forms are available online at graduate.missouristate.edu (under *Forms*).
2. Submit the completed form to the DSS Department Coordinator for submission to the Graduate College.

3. Changes to the Program of Study may be made by completing a Change of Advisor-Approved Program of Study form which can be obtained in the Graduate College or online at graduate.missouristate.edu (under *Forms*).
4. Grades of "C-" and below will not be applied to a student's Program of Study.
5. At least one-half of the minimum semester hours must be in courses with no undergraduate parallel course.
6. Courses taken for undergraduate credit may not be used on the Program of Study for a master's, specialist, or doctoral degree

Retention Requirements

To remain in the program, the student must maintain, by the completion of the second semester, a minimum GPA of 3.00 in DSS courses and in all graduate work and make satisfactory progress toward the MS degree.

Scholarships

Scholarships are made available to DSS students on a regular basis. Most DSS scholarships are funded by private donors, including The William R. Van Cleave scholarship, the Ulrike Schumacher Memorial scholarship, the Herman Kahn scholarship, the Frederick N. Gates Memorial scholarship, and the Walter Richards scholarships. Applications are received semi-annually. Ask a Department Coordinator for details.

Study Abroad

DSS has a cooperative agreement with the prestigious Masaryk University in Brno, Czech Republic. Students spend one semester at Masaryk and enroll in 3 courses of DSS 796, all which apply toward the DSS program. Tuition for these 3 courses is charged at an in-state rate, regardless of student's "home" state and supplement fees remain the same under this exchange program, though living expenses in Brno are considerably lower than Washington DC. Interested students should contact a DSS Department Coordinator at least one semester prior to the preferred semester abroad. DSS and Masaryk often cooperate to offer a summer course on issues of security and energy. Approximately one week of course work is completed in the Czech Republic.

Transfer of Graduate Credit

With the approval of the DSS faculty and Department Chair, students enrolled in DSS may request the transfer of graduate credits from another university for a maximum of 6 credit hours. It should be noted, however, that transfer must be based on comparable courses and coursework. The presumption is that previous courses are not comparable. This includes courses taken at government institutions, including, for example, the Air Command and Staff College, the Army Management and Staff College, the Command and General Staff School, etc. Students seeking credit will need to submit the syllabus, major papers produced and transcripts for each class. The credits to be transferred must have been taught by an instructor with a Ph.D. If approved, the credit transfer will be noted on the Advisor Approved Program of Study Master of Science Program.

Thesis Option

Under the Thesis Option, students will write an 80-100-page original thesis on a topic related to defense and security studies.

• The first step is to read the DSS Thesis Project and Process document (Appendix E) for a complete list of directives.

• Immediately following the completion of 18 credits, students must submit the Thesis/Non-Thesis Declaration form (Appendix G). At the beginning of the second but not later than the third semester, the student will form a Thesis Committee with three Readers; composed of full time or adjunct DSS faculty. Dr. Andrei Shoumikhin, Thesis Coordinator, will serve as a Reader on each student's Thesis Committee unless a student requests otherwise. Exceptions to this may be approved by the Department Head upon written student request.

• The First Reader is to approve the topic of the thesis and guide the student in the conduct of thesis-related research. Individual members of the Adjunct DSS Faculty are allowed to perform duties of the First Reader for no more than 2 students per semester.

• The student is required to provide detailed and updated information on the subject of his or her thesis, the composition of the Thesis Committee and progress of thesis preparation to Professor Shoumikhin, the DSS Thesis Coordinator.

• In the third semester, the student will make an oral Thesis Presentation to the interested members of the student body and faculty describing the central question, main argument, importance of the thesis, and research design. By the time of the Presentation, the student will have established his/her Thesis Committee composed of three Readers, and developed, in close cooperation with the First Reader, the thesis outline, key research sources and schedule. The student should set the date around the availability of the First Reader. Additionally, the student is encouraged to invite the Second and Third Readers to the Presentation. The thesis will be the student's original and independent work. The student may draw upon ideas and research done for other seminars.

• The student is recommended to submit his/her thesis for approval to the Readers during the spring and fall semesters, and not the summer semester. A student may submit in the summer term, however, the submission timeline is substantially shorter and requires an exceptionally intense effort by the student to work in close coordination with the Readers under a tight schedule.

• Students are responsible for knowing and following the University's Student Academic Integrity Policies and Procedures, available at www.missouristate.edu/policy/academicintegritystudents.htm. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

• In writing the thesis, the student is required to follow the MSU Thesis Guide (Appendix F) and all specific deadlines for thesis preparation and submission established by the Graduate College.

•In order to graduate, students must have the thesis approved by the three Readers as well as the University's Graduate College.

•Theses are submitted at the end of April in the spring semester, July in the summer semester, and November in the fall semester. Check the MSU website for exact dates.

•The 1st assembled draft must be edited for grammar and spelling, and the footnotes and bibliography must be correct and complete before submission. Neither the First Reader nor the Thesis Committee is responsible for correcting grammar, spelling, references or bibliography, any thesis needing such corrections will be returned to the author for completion without further comment.

•DSS 799 Thesis may only be taken once for credit (3 hours) towards the 36 hour requirement for graduation. If a student does not finish the thesis in the semester in which he or she is first enrolled in DSS 799, the student must enroll in DSS 794:Active in Research each semester until the thesis is finished. A "Z" grade will be assigned until successful submission of the thesis.

•Under certain circumstances a student may change the members of the Thesis Committee. To do so, the student must petition the Department for approval in writing, explaining the reason for the requested change.

•Extension of the deadline for thesis submission is granted only in exceptional cases by the Graduate Department upon the request of the Thesis Coordinator.

•The Department may grant a student's thesis the designation "With Distinction" if it is deemed exceptional by each Reader. A student's First Reader will make a recommendation to the permanent Faculty with respect to granting departmental distinction to a thesis. The three Readers will then make a final decision on the award upon submission of the final draft of the thesis to the Department.

Thesis Completion Schedule

First Semester	Begin thinking about your thesis Attend Thesis meeting Meet with Dr. Shoumikhin (end of semester)
Second Semester	Assemble 3 person Thesis Committee Meet with First Reader Begin topic search and preliminary research Attend Thesis meeting
Third Semester	Present Thesis (beginning of semester) Conduct research Collect data/information Draft outline **Write Thesis paper**
Beginning of Fourth Semester	**Thesis Draft is complete and ready for submission**

Baseline:4 weeks into the fourth semester	First assembled draft to First Reader Note: First Draft must be edited for grammar, style and format before submission to First Reader
+ 2 Weeks	First Draft back from First Reader
+ 3 Weeks	Second Draft to First Reader
+ 5 Weeks	Second Draft back from First Reader
+ 6 Weeks	Third Draft to First, Second and Third Readers
+ 8 Weeks	Third Draft back from First, Second and Third Readers
+ 10 Weeks	Thesis finalized and Posted to MSU Graduate College

Non-Thesis Option

Requirements: Students must undergo a comprehensive oral presentation and complete a research paper. Refer to the Non-Thesis Requirements and Process Document for a complete list of directives (Appendix H).

•Immediately following completion of 18 credits, students are to submit to the Thesis/Non-Thesis Coordinator, the Thesis/Non-Thesis Declaration form (Appendix G).

•Upon receiving the approval from the Thesis/Non-Thesis Coordinator, the student will assemble the Comprehensive Oral Examination Board. The Comprehensive Oral Examination Board is composed of three professors who taught or will teach one or more of the student's courses. The student is responsible for soliciting these members' participation and requesting the approval of the Non-Thesis Coordinator for the proposed exam committee. Professor Shoumikhin, the DSS Thesis/Non-Thesis Coordinator, will serve as a member of student's oral exam board unless a student requests otherwise. Exceptions to this may be approved by the Department Head upon written student request.

•The Oral Examination is to take place during the student's fourth (final) semester before the Thesis-Submission Deadline set by the Graduate College for that semester. Exams are to take place in one of the Department's classrooms. The student is responsible for proposing a specific time and date for the examination, and securing the commitment of his or her Exam Committee to that time and date. Two weeks (14 days) before the exam date, the student must submit to the committee the research paper plus two previously completed papers in the DSS program.

•The Non-Thesis option should not be viewed by students as a "less demanding" or "less time-consuming" alternative to writing a Thesis. A student's knowledge of broad security and defense issues, verbal and analytic skills may be tested thoroughly during the examination.

•At the exam, the student is to defend the Non-Thesis Research Project. A Non-Thesis Research Project is to be undertaken under the guidance of one member of the Examination Board, and be based on the requirements of a Directed Reading or another course taught by that member of the Examination Board and completed by the student.

•The Research Project will result in a 30-35 page Non-Thesis Report to be submitted to the Examination Board in electronic and hard-copy versions no later than two weeks before the examination.

•Together with the Non-Thesis Report, students are to submit 2-3 course papers (of at least 7 pages in length each) completed in previous DSS courses. The papers selected must be submitted two weeks (14 days) before the exam date.

•The defense of the Non-Thesis Research Project is followed by oral questions covering the student's main areas of study while at DSS. (See sample questions in Appendix J). The duration of the Comprehensive Oral Exam is 2-3 hours and the student will be informed of the outcome at the conclusion of the exam.

•The student is assessed and graded on the strength of his or her defense of the Non-Thesis Report, in depth knowledge of theoretic and practical materials presented in the course of study at DSS, as well as the ability to creatively analyze evolving international and domestic defense and security issues.

•Any student who fails the oral exam will be allowed another opportunity to take an exam the following semester. The student must register for an additional course. That is, if the student fails or otherwise does not complete the Non-Thesis Report or Comprehensive Oral Exam in the intended semester, the student must register for an additional course the following semester (suggested course: DSS 794).

•Non-Thesis students may not take DSS 799: Thesis in fulfillment of their credit requirements.

•MSU grades for the Non-Thesis exam are "pass" and "non-pass." DSS grades include "pass," "non-pass," and "pass with distinction". Passing "with distinction" requires a unanimous opinion of all members of the Examination Board.

•A Comprehensive Oral Examination form (Appendix I) will be provided to the student prior to the exam. This form must be completed and submitted just prior to the exam.

APPENDIX A

PLEASE TYPE

MISSOURI STATE UNIVERSITY - GRADUATE COLLEGE
Advisor Approved Program of Study

Name: _____ M-number: _____ Email Address: _____

Street Address: _____ City, State, Zip: _____

Degree Sought: _____ Area of Study: _____

INSTRUCTIONS

1. All entries must be typed!
2. List only those graduate courses needed to meet the requirements for the degree. Do not list any prerequisite courses.
3. List the graduate courses that you have taken, the ones you are currently taking, and the ones you plan on taking to complete your degree.
4. List the departmental course code and number, title, and credit hours for each course.
5. Place an asterisk (*) after the course number of all transfer course work and indicate the institution on the line provided near your signature.
6. FORM MUST HAVE THE REQUIRED SIGNATURES BELOW (Advisor, Program Coordinator, and/or Department Head) BEFORE IT WILL BE ACCEPTED BY THE GRADUATE COLLEGE.
7. Any course work reflected on this candidacy does not alleviate your responsibility or obligation as a student to meet the requirements as outlined in the graduate catalog under which you apply.

Course Subject	Course Number	Title	Credit Hours	Grade	Semester/ Year
	Total Credit Hours:		Total Credit Hours of 700-Level or Above:		

_____   _____   _____

*Institution of Transfer Credit   *Student Signature*   *Date*

Do Not Type Below This Line

DEGREE REQUIREMENTS COMPLETED
Graduate College Use Only
Comprehensive Examination: _____
Research Requirement: _____
Final Approval: _____
Date: _____

PROGRAM OF STUDY APPROVAL SIGNATURES
Advisor: _____ Date: _____
Advisor: _____ Date: _____
Chairperson/Advisor: _____ Date: _____
Dept. Head/Prog. Coord.: _____ Date: _____
Graduate College: _____ Date: _____

APPENDIX B

Missouri State.
U N I V E R S I T Y

DSS 796

Directed Research/Reading Seminar Guidelines

A Directed Research/Reading Seminar can be taken only if the programmed courses do not meet student requirements. A formal approval process is required in advance of student registration, as outlined below. The program must meet the rigors of in-class seminars and be approved by both a DSS professor and DSS Program Coordinator, in advance of student registration.

Student Responsibilities:

1. Find a DSS professor willing to oversee a Directed Research/Reading Seminar in the semester in question with the background and expertise in the area the student wishes to study. NOTE: Professors are limited to no more than two Directed Research/Reading Seminars each semester unless special circumstances require otherwise (per discussion with the Program Coordinator).

2. Student prepares a syllabus that provides written, oral and reading requirements to be accomplished during the semester. The syllabus must also outline the number of times the student and professor will meet during the semester (*minimum of 5 formal meetings*) and the size and scope of research papers to be written and presented. Two to three instruments for grading must be noted in the course syllabus.

3. Reading List: The assigned/agreed reading list must be comparable to that of regular seminar classes (approximately 14 or more readings, each of 100-150 pages per week).

4. Scope of written work: The research/writing requirement must likewise be equivalent to seminar classes. Professor and student may agree to several short papers or one assignment of approximately 25-30 pages.

5. The topic/issue for study must directly relate to matters of defense and security issues and be in line with the scope of the DSS graduate program.

6. **The professor must approve the student's syllabus. The student then submits the syllabus to the Program Coordinator (currently Dr. John Rose) for approval within the first two weeks of the semester (copying the professor on the email).**

7. Questions: contact the Program Coordinator (currently Dr. John Rose) or DSS Department Coordinator (Ms. Heather Merold).

8. Exceptions to the process outlined above must be directed through the DR Coordinator or DSS Department Head.

APPENDIX C

Missouri State.
U N I V E R S I T Y

Department of Defense and Strategic Studies
Internship Approval Form

This form must be completed and approved prior to registering for DSS 720. Form is required to be typed, no handwritten forms will be accepted.

Name:	M#	Semester for which DSS 720 is requested:

Provide the following information about the proposed internship	

Organization:	
Your duty title:	
Your duty description:	
Your goals for the internship:	

I certify that, to the best of my knowledge, the foregoing information is correct.
I understand that:

- I must submit a 10-15-page paper that discusses:
  - how my service as an intern and the work of the office in which I served connects to a broader understanding of defense and strategic studies (e.g., how what I did fits within U.S. defense, counterproliferation, nonproliferation, counterterrorism, arms control, and/or deterrence policies)
  - the major performance objectives I had during the semester
  - the major projects I worked on, and what I accomplished
  - why the approach I took to my task(s) was successful or, if applicable, how the approach might be modified in the future to make it even more successful
- my supervisor must agree to submit an evaluation of my work
- my supervisor's evaluation will receive substantial consideration in the award of a grade for DSS 720
- my course grade will be awarded by the DSS 720 instructors

Signature _____   Date _____

1

Internship Supervisor's Section

Name:	Telephone:

Email:

I certify that:

- I am the internship supervisor of the above-named MSU student
- I understand that, for the period of the academic semester listed above, the student's internship work under my supervision will count for three semester hours of graduate credit
- I approve of the internship goals listed above by the student
- I agree to submit an appraisal (on a form to be provided by MSU) of the student's internship performance and to recommend award of a letter grade for three semester hours of graduate credit.

Signature_____ Date_____

Approvals Section

The above named student is approved to register for DSS 720 and to undertake the internship described above.

DSS 720 Instructor:

Signature_____ Date_____

DSS 720 Internship Instructions Addendum

The following points from Ambassador Joseph and Dr. Koch are to ensure that you understand the criteria used in assigning grades in DSS 720.

The DSS Internship Approval Form clearly sets out the criteria for DSS 720 grades.

First, the four points listed for your 10-15 page paper are requirements, not suggestions. We will grade your paper according to how well you address all of the following:

- How your services as an intern and the work of the office in which you served connects to a broader understanding of WMD (for NDU fellows) or defense and strategic studies (for other DSS students)
- The major performance objectives you had during the semester
- The major projects you worked on and what you accomplished
- Why the approach you took to your task(s) was successful or, if applicable, how the approach might be modified in the future to make it even more successful.

You may not pick and choose among those required elements. We will downgrade your paper if it omits, or glosses over, some of them. Many students have found it useful to divide their papers into subsections (one for each required element), to ensure that each is appropriately addressed.

Second, as the approval form notes, your "supervisor's evaluation will receive substantial consideration in the award of a grade for DSS 720." We recognize that is not in your control. However, your grade will be higher if the evaluation is both positive and detailed. Most supervisors grant an "outstanding" rating; the evaluations that stand out provide detailed justification for that assessment. Conversely, a very few scribbled words are not persuasive.

Finally, the highest possible supervisor's evaluation will not compensate for failure to fulfill each and every one of the requirements for your paper. We cannot stress that point too strongly.

APPENDIX D

Missouri State
U N I V E R S I T Y

Professional Development Assessment

Top box to be completed by student

Student Name:	M#:	Semester:
Position:		
Organization:		
Supervisor:		
Supervisor's Contact Information:		

Dear Supervisor;

Please provide the following information reflecting your assessment of your Defense & Strategic Studies Graduate Program (DSS) intern and either fax to the number listed below or email to carontolton@missouristate.edu. Your confidential assessment will receive substantial consideration in the award of his/her grade for the semester. To ensure that the DSS intern receives a grade for his/her internship, **please return this form by** _____ .

Thank you,

Professor Susan Koch, Ph.D.
Ambassador Robert Joseph, Ph.D.

Email or fax completed form to carontolton@missouristate.edu or (703) 218-3568.

PRIVATE

1. Intern's Name:_____

2. Overall Evaluation of Intern:
   ___ Outstanding
   ___ Good
   ___ Average
   ___ Below Average

3. Intern's most helpful characteristics: *(please insert additional space for response as necessary)*

4. Intern needs to work on: *(please insert additional space for response as necessary)*

5. Any additional comments: *(please insert additional space for response as necessary)*

Signature_____

Phone _____

APPENDIX E

Department of Defense and Strategic Studies
Thesis Project and Process

Thesis Definition: A thesis is an empirical research and analysis project that provides students with an opportunity to demonstrate mastery over one particular topic of study. Components in the Thesis process include developing clear research questions, writing a quality literature review, forming theoretically-based expectation and hypothesis, constructing a sound research design, collecting data, demonstrating appropriate analysis techniques, and articulating the importance of the thesis findings to areas of Defense and Security. A thesis makes a unique contribution to the scientific literature, either by addressing an issue from a new angle or validating existing research through a replication study. More substantive than a research paper, the thesis articulates an argument or position that the student defends with logical reasoning and rigorous analysis, including an examination and critique of opposing points of view.

Thesis Structure: A thesis usually has chapters organized as follows:
- Abstract:
    - One-page statement summarizing key elements and most salient findings of the Thesis Project and their potential ramifications
- Introduction:
    - Statement of the Problem
    - Articulation of the student's hypothesis or point of view
    - Literature Review
    - Explanation of research methods
- Substantive chapters:
    - Review of the background and/or history of problems under analysis
    - Analysis specific to the chosen subject matter
    - Assessment and critique of opposing views
- Conclusion:
    - Discussion of research results and their implications
    - Scenarios of future evolutions
    - Recommendation of policy

One of the best ways to better understand the form and requirements of a thesis is to review completed theses with topics similar to your own. The DSS Library has bound copies of theses from a wide range of subjects completed by DSS alumni.

Why do a thesis? A thesis is one of the most time-consuming and work-intensive aspects of graduate school and its size and scale can be intimidating. However, there are several benefits with this option. First, for those students considering Ph.D. programs, a thesis prepares one to

write a dissertation, an unavoidable capstone of doctoral studies. A completed thesis will help demonstrate to admission boards your desire, work ethic, commitment, and academic skills to successfully obtain a doctoral degree. Second, publications are often generated as a result of thesis research.

In addition, the thesis offers a platform upon which to sharpen and reinforce the skills gained from graduate education. The organizational skill necessary for drafting an informative literature review, the critical thinking and problem solving skills utilized to create a research design and analyze data, and the writing skills involved in persuasively communicating the contribution of the project are all strengthened and polished through the thesis. Students who complete a thesis also receive a bound document that becomes part of the Missouri State University and DSS Libraries.

Thesis Process: The student's first step is to choose a topic of desired research. Thesis students should consider what they find intriguing and what fuels their passion in the subject arena of defense and security studies. Consider specific issues and problems from these topics that you would like to explore, as well as how your interests can be framed in the context of a research question that will guide the development of the thesis. Students are strongly encouraged to start the thesis process in their first year, especially their second semester given the rigorous timeline of completing the Master's program in two years.

DSS administrative support: At every stage of the Thesis Process, students may rely on the advice and support of the Professor in Charge of the Thesis Process, Dr. Andrei Shoumikhin, and other members of the Staff. Students are welcome to contact Dr. Shoumikhin by email (ashoumikhin@aol.com), or set up personal meetings with him during Office hours to discuss:

- Complying with MSU and DSS Thesis Requirements;
- Making a choice between the Thesis and Non-Thesis Options for graduation;
- Identifying areas of thesis research;
- Preparing and filing all documents related to the Thesis Project;
- Developing and presenting the thesis Concept Paper;
- Interacting with DSS Faculty Members in establishing Thesis Committees and assuring their efficient functioning;
- Keeping up with thesis-submission schedules, etc.

Students are required to inform Dr. Shoumikhin and DSS Staff regularly of their progress in theses preparation, approval and submission.

Working with a mentor: As students begin to gather ideas, narrow them down, and craft research questions, it is important that they search for a faculty member who will serve as a mentor in this process. A faculty member can help students with a number of things, such as:

- Identifying good places to start with a literature review

- Challenging a student to refine ideas and questions so that they are suitable for scientific study
- Offering ideas about how similar topics have been examined in past research
- Providing links to agencies which might be receptive to students collecting data for a thesis or assisting with the identification of databases suitable to the needs of a research project
- Motivating students to keep moving forward with their thesis framework

Selecting the Thesis Committee and First Reader: Students are welcome to interact with multiple faculty members in a mentoring capacity, but eventually will select a First Reader. Once the faculty member agrees, this will be approved by Professor Shoumikhin. The First Reader will be the student's main point of contact throughout the thesis experience. With the Thesis First Reader, a student will establish a timeline, including hard deadlines, and outline expectations for completing the research project. In addition, the First Reader is the primary authority and should be consulted with any plans to change the direction or format of the thesis.

In consultation with the First Reader, the student will also select a Thesis Committee, comprised of the First Reader, Second Reader, and Third Reader. The purpose of the Committee is to offer constructive input and feedback in the development and refinement of the thesis product. The First Reader has primary responsibility in this regard. The student and First Reader will work together to keep the full Committee informed regarding the stage of the research project and the status of drafts or revisions. When selecting the Committee, the student should take into consideration which faculty members would best serve the student's needs in terms of thesis topic and overall guidance.

Some general considerations include:

- Faculty members' current and previous research and their familiarity with the student's interests and academic accomplishments.
- A representation of different specialization areas and analytic expertise
- Persons who would provide a critical eye to the student's work

Starting the Thesis Project: The Concept Paper

A student starts working on the Thesis Project by developing a Concept Paper to be discussed with and approved by the First Reader. The Concept Paper includes:

- A Comprehensive Abstract of the thesis defining the student's hypothesis, areas of proposed research, potential courses of action, an explanation of the aim, purpose, milestones and focus of the study
- A concise chapter-by-chapter outline of the thesis explaining how different problems will be addressed

- Bibliography of primary and secondary sources that will support the student's ability to study and research the problem statement, with an emphasis on the primary sources

The Concept Paper may take time and multiple rewrites to obtain clarity and mutual agreement with the First Reader on all aspects of the proposed Thesis Project. Please allow time for this process.

Thesis Presentation: Students should consult with their First Reader regarding the Concept Paper. Once the First Reader has accepted the Concept Paper, a student needs to begin working on the thesis presentation. The presentation should be completed no later than the middle of the third semester. A Thesis Presentation must achieve the following:

- Clearly articulate the significance of your proposed research and the hypothesis you propose to defend
- Introduce key concepts and dilemmas connected to the proposed study
- Provide a short overview of the study you envision, and the tentative chapter breakdown
- Explain the methods to be used in the research
- Identify key bibliographic and other sources for the study

Students should invite all Committee members to the Thesis Presentation. Participation and input by the First Reader to the Thesis Presentation is essential. The student and First Reader are responsible for coordination among Readers at all stages of writing and reviewing the thesis.

Completion of the Thesis Project: Once a student has written a Concept Paper, had it reviewed and accepted by the First Reader and coordinated with the other Readers, and completed the Thesis Presentation, permission will be granted by Professor Shoumikhin to enroll in DSS 799 Thesis and complete the thesis project. Collection and analysis of data, and writing of the thesis draft (approximately 80 pages) must be completed by the student's graduation (usually fourth semester) at DSS.

Use of Course Papers to Advance the Thesis Project Process: In a major change from past practice, DSS has decided to allow students to integrate directly into their Thesis a paper produced for a Regular or Directed Reading DSS course, especially a paper completed under the guidance of the First Reader. Only one previously-completed paper may be used; it may serve as the methodological and/or substantive foundation of the Thesis. The use of this paper in this fashion must be cited explicitly in the Thesis and discussed in advance with the First Reader. The citation should follow MSU citation and attribution rules (See also: MLA Handbook for Writers of Research Papers, 7th Edition by Modern Language Association (Mar 9, 2009).

Thesis Submission Schedule: All data and information collected, including work on statistics, graphs and tables, is to be submitted to the First Reader 11 weeks before the MSU thesis submission deadline (third Monday of April for spring graduates and fourth Monday of November for fall graduates). The following timetable is a guideline for submission of drafts and revisions:

- Baseline- 4 weeks after the semester begins (approximately February 10 for Spring graduates and September 16 for Fall graduates) submit 1st assembled draft to First Reader
- +2 weeks- 1st assembled draft back from First Reader
- +3 weeks- 2nd draft to First Reader
- +5 weeks- 2nd draft back from First Reader
- +6 weeks 3rd draft to 1st, 2nd, 3rd Readers
- +8 weeks- 3rd draft back from 1st, 2nd, 3rd Readers
- +10 weeks- Thesis finalized in coordination with the First Reader and posted to MSU Graduate College

Students are required to inform Dr. Shoumikhin as they successfully move through these steps.

Formatting Guidelines: The Graduate College has very specific guidelines for formatting the final thesis document. It also has instructions for making final copies and binding the finished project. Please go to the following web address to review these guidelines: http://graduate.missouristate.edu/thesis_information.htm.

Student Responsibilities: A thesis is time consuming and takes great dedication and hard work to complete. Students should expect to exert considerable effort to produce an acceptable thesis. To complete a thesis, it is the student's responsibility to do the following:

- Make a clear timeline for completing all phases of the project in consultation with the First Reader
- Take personal responsibility for the work required and the end product
- Report progress and setbacks to the First Reader and DSS Office (Dr. Shoumikhin) periodically
- Notify the First Reader and DSS Office (Dr. Shoumikhin) if deadlines will be delayed
- Expect critically constructive feedback at each stage of the thesis process and be receptive and responsive to suggestions from the Committee
- Work with the First Reader to address any comments from other members of the Committee that seem unreasonable
- Follow ethical guidelines and comply with all MSU policies and procedures
- Recognize that the Thesis Committee needs sufficient but reasonable time to answer questions and review drafts
    - Allow for sufficient time at various stages of the process to make corrections or re-direct research efforts in response to Thesis Committee feedback: this provides a "buffer" to deal with unanticipated delays and avoids placing the students or the thesis readers in a time crunch where the paper must be "rushed to completion" to meet the necessary timeline.
- Understand that the quality of submissions will greatly influence the nature of the feedback received and the effort necessary to address that feedback. If a poor draft is

received, a faculty member will hand it back and require a more acceptable draft before taking any further steps.
- Most importantly, ask for help when needed!

Faculty Responsibilities: Faculty members serving as First Readers and Committee Members (i.e. Second and Third Readers) are expected to help students understand the importance and expectations of each stage of the thesis process. Thesis Committee members are also expected to clearly communicate their availability to students, including summer semester, travel, sabbatical, and other commitments. In addition, all Thesis Committee members should respect the Thesis due dates and provide feedback on drafts and revisions within timeframes specified in the Thesis Submission Schedule.

The First Reader has special responsibilities. First Readers have the primary responsibilities and prerogatives in this regard and in the review process in general. He or she is responsible for working most closely with the student and giving the most guidance. First Readers are expected to meet personally with a thesis student to discuss progress, facilitate the thesis process, give major feedback after reading through the first and second draft submittals, and help the student coordinate with the Second and Third Readers.

The Second and Third Reader may provide guidance throughout the course of the thesis process but are only expected to read through the final draft and provide feedback on any glaring deficiencies.

Acknowledgment:

   A. I certify that I have read this document and understand all components.

_____   _____
Thesis Student   Date

   B. I certify that I will be available under reasonable circumstances to the student for assistance in the completion of the thesis process.

_____   _____
First Reader   Date

This statement will be circulated to all DSS Faculty Members and students for information. It will be signed by First Readers and students upon the formation of a Thesis Committee, as approved by the Thesis Director.

APPENDIX F

THESIS GUIDE

Graduate College

2015-2016
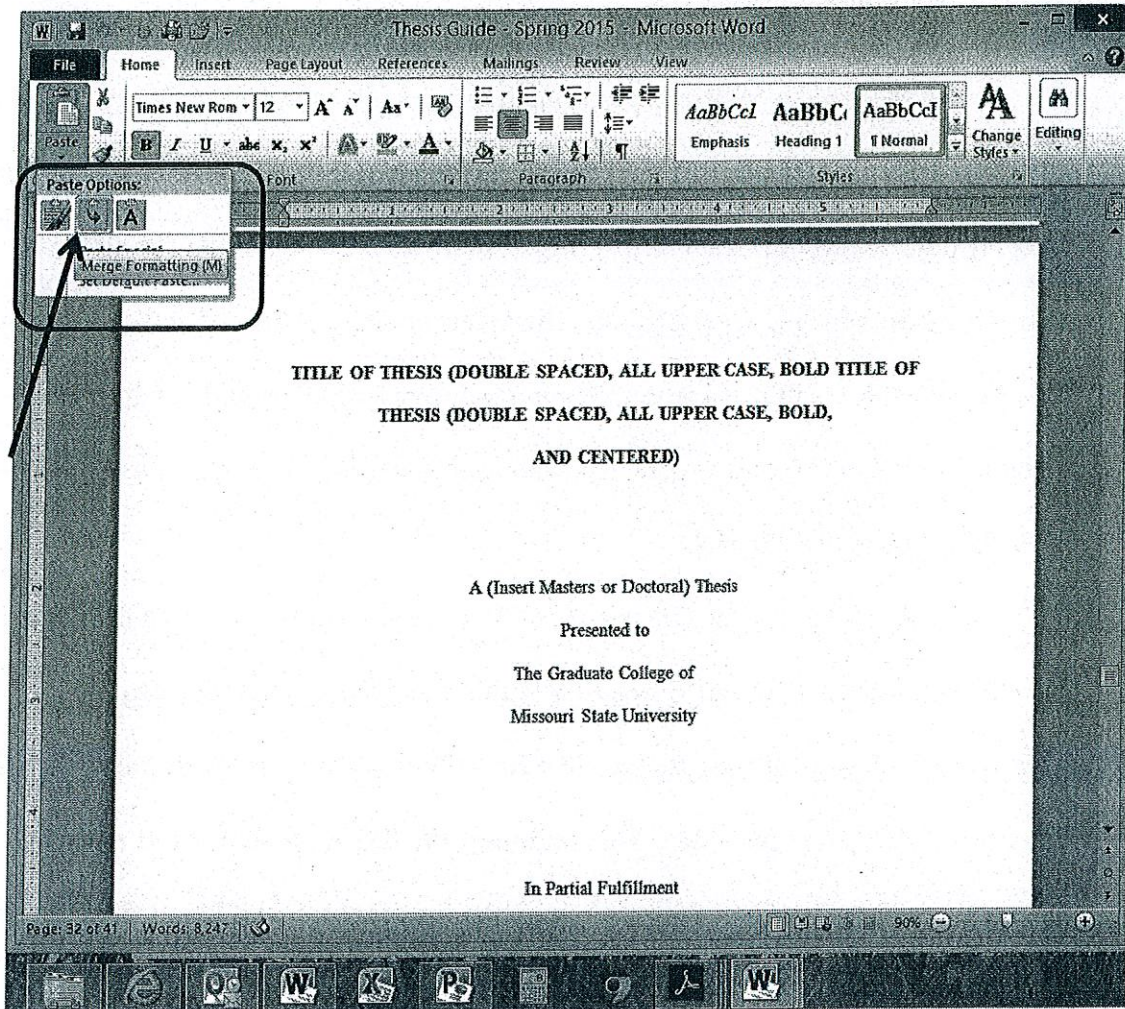
Missouri State.
UNIVERSITY

TABLE OF CONTENTS

INTRODUCTION

A thesis is to be prepared according to the specifications and standards of the Graduate College (this Thesis Guide) and those approved by the faculty of your program of study (style guide or journal formatting). **Follow this Thesis Guide for all formatting details <u>that are specified</u>; where formatting details are not specified by this Thesis Guide, follow your department's designated style guide or journal format.** This Thesis Guide is organized and formatted (in most respects) as a thesis should be, to serve as a model.

A checklist is provided on pages 28-29 to assist you with verifying that guidelines have been followed. **<u>You MUST complete this checklist and submit it to the Graduate College with your thesis</u>. The first (9) pages of your thesis you must use the "template" pages provided. This includes: the title page, copyright notice, abstract, acknowledgments, table of contents, list of tables, and list of figures.** You will find these pages under the Graduate College Website, Thesis Resources.

You may type directly into the template or copy and paste in to this document. If you copy, you must remember to keep the formatting of this template. The text that you move or copy can have a font or other kind of formatting applied to it (such as bold or italic) that differs from the template document where you are pasting the text. Select the text that you want to move or copy, right click or choose the clipboard icon drop down option and choose "<u>merge formatting</u>", see figure below. Keep the watermark "TEMPLATE" on these pages for your initial review by the Graduate College; remove for the final thesis submission for binding.

File | Home | Insert | Page Layout | References | Mailings | Review | View

Times New Rom ▾ 12 ▾ A⁺ A⁻ | Aa ▾

B I U ▾ abe x₂ x² | A ▾ ✎ ▾ A ▾

Paste Options:

Merge Formatting (M)

Paragraph | Styles

AaBbCcI — Emphasis | AaBbC — Heading 1 | AaBbCcI — Normal | Change Styles ▾ | Editing

TITLE OF THESIS (DOUBLE SPACED, ALL UPPER CASE, BOLD TITLE OF

THESIS (DOUBLE SPACED, ALL UPPER CASE, BOLD,

AND CENTERED)

A (Insert Masters or Doctoral) Thesis

Presented to

The Graduate College of

Missouri State University

In Partial Fulfillment

FORM

Order

The thesis will contain the following components in the order given:

1. Title Page *

2. Copyright Notice (if desired)*

3. Abstract*

4. Acceptance/Signature Page*

5. Acknowledgements (if any, and Dedication, if desired)*

6. Table of Contents*

7. List of Tables (if any)*

8. List of Figures (if any)*

9. Body of Thesis*

10. Literature Cited/References

11. Appendices (if any)

*You must download and use the template pages provided at

http://graduate.missouristate.edu/currentstudents/ThesisResources.htm

Manuscript Option

An alternative to the standard sequence of sections in the body of the thesis, for students who intend to submit parts of their thesis to **two** or more professional journals, is the "manuscript option." To use this option, see the appropriate supplement to the Thesis Guide on the Graduate College website (http://graduate.missouristate.edu).

Title Page

The title will often be referenced alone and thus should command the reader's attention and be descriptive of the research. Keep the title to a few important words; a maximum of ten words is often a good goal. The title and author entries are centered within the margins of the title page. The title, in all upper case and bolded lettering, is double spaced and presented in an inverted pyramid style if longer than 48 characters. Verify correct spelling of the title. Many spell-check programs do not automatically check words that are in all upper case. Note that the name of the <u>degree</u> is requested, not the option/emphasis area within the degree. If you are unsure of your program, check the list of programs on our website (<u>http://graduate.missouristate.edu/GradProgramList.htm</u>). **This page is counted as "<u>i</u>" but pagination is <u>not</u> shown.**

Copyright Page

A thesis is eligible for copyright protection. However, the extent of ownership of the research and data embodied in a thesis is subject to considerable variation and a copyright page is not required. Source of funding (e.g., federal grants, contracts) that supported the project may be one factor influencing ownership. Mutual agreement on ownership should come from discussions with your thesis advisor. It is most desirable that discussions concerning ownership occur early in the research process.

One means to obtain copyright protection, if you wish to do so, is to insert a "Copyright Page" following the title page of the thesis. Nothing else should be on this page except for the page number which would be "ii." The following information is

placed at the bottom of the page. The only acceptable format choices that can be used are:

Copyright 2012 by [Insert your full legal name]

or

© 2012, [Insert your full legal name]

Since issues dealing with copyright are legal and subject to changes in federal law, additional information can be obtained from the Library of Congress, Registrar of Copyrighting, Washington, D.C. 20559. Phone: (202) 707-9100 for forms; (202) 707-5959 for general information. Registration of copyright is optional but will establish a public record of your thesis. For more information on copyright and registration, please see the following on-line document: "Copyright Law and Graduate Research" at http://www.il.proquest.com/hp/Support/DServices/copyright/index.html

Abstract

The abstract is to be limited to one page and should be confined to one paragraph. The body of the abstract should be single spaced. Verify correct spelling of the title. Many spell-check programs do not check words that are all upper case.

Writing an informative and effective abstract takes extensive scrutiny of the research and numerous written drafts. Not only must you include key elements, but you also must select the most salient findings to communicate. Remember, however, that an

effective abstract gives information about the quality of the research, as well as the investigator.

Begin with the purpose, specific objective, or hypothesis of the study. Why did you undertake the study? Space does not permit you to include an abundance of supporting rationale which would only obscure the sharp focus necessary in an abstract. Use one or two sentences that focus the research on a specific problem or situation. Proceed by describing the primary methods or approach used to achieve the objective. Emphasize materials and procedures needed to understand the outcome of the work. Include factors such as sample size, replications, conditions, and specialized techniques that make the results credible. At this point, the major writing challenge begins—the work of summarizing results. What is it you need others to know? It is unacceptable to state: "The results will be discussed." Summarize the research results by pointing out the most salient findings. To the extent possible, use specific data rather than generalizations. Connect these results to their source in terms of experimental design or procedure and indicate statistical significance, as appropriate.

Culminate the abstract by stating conclusions or potential ramifications of the findings. Do the data support your original hypothesis or answer original questions? If possible, extrapolate the information obtained in the study to a broader generalization, but take care not to suggest claims beyond the data collected. The interpretation made in the conclusions should link to the opening statement of objective or purpose of the study. You have now stated what you did, what you found, and what it means.

Below the abstract, include a line which contains at least 5 keywords. These terms will be used to assist with cataloguing your thesis, so they should be descriptive.

This allows readers with an interest in your topic to locate your document. Please verify that these keywords are spelled correctly and are the most appropriate to highlight your work.

Acceptance/Signature Page

Signatures on this page show acceptance of the thesis by the Graduate Faculty Thesis Committee and the Graduate College. Graduate faculty approval indicates that the thesis is an accurate presentation of research conducted by the student in the style and form appropriate in the area of study, and it is well written following proper thesis formatting and worthy of publication as a Missouri State University thesis.

Verify correct spelling of the title. Many spell-check programs do not check words that are all upper case. Verify that it is the same exact title that is on the title and abstract pages. All names/titles must be typed below the appropriate signature line on one line.

Acknowledgements/Dedication

If desired, a page can be inserted for the purpose of acknowledging the assistance and support of others. A "dedication" can be included, but serves a separate purpose. If used, it should be a separate paragraph with no subheading, generally starting with "I dedicate this thesis to…". It may be separated from the rest of the acknowledgement by a blank line. Single spacing of these paragraphs is acceptable if necessary to keep this all on one page.

Table of Contents

Do not include in the Table of Contents those preliminary pages that use roman numerals for page numbers; start with the first chapter of the body of the thesis. Please verify that the page numbers line up along the right margin. The heading names in the Table of Contents must match the heading names in the body of the thesis. Primary headings in the Table of Contents should not be indented, secondary headings should be indented ½" once (if used), and tertiary headings should be indented ½" twice (if used). Even if used in the text, tertiary (or subsequent) headings do not need to be included in the Table of Contents, but this must be consistent throughout the document.

FORMATTING THE TEXT

Paper

The thesis is printed on standard 8.5 X 11 inch paper with the final copies on 100% cotton-fiber bond white paper (Max wt = 24lbs). This paper contains lower amounts of acid fiber, is less subject to yellowing with age, and generally blocks print from the following page showing through. Any other paper such as Xerox, recycled, or erasable bond is not acceptable for the final product, but can be used for the "review copy" (see Graduate College Review on page 22).

Print Size and Font

For the body of the text, use 12 pt type and Times New Roman font. This font type should also be used in tables, figures, and page numbers. Italics may be used as required for scientific names or species, book or journal titles, and other situations indicated in the style manual approved by the faculty in your program. Scientific writing will require specific symbols for units of measure or other situations fitting the discipline. All text must be in black ink.

Margins

Print thesis text on one side per page (see page 25 for exceptions to this policy for thesis documents which exceed 300 pages in length). The template pages are already formatted to meet margin requirements, but double check after inserting your information that the left margin is set at 1.5 inches to allow for binding of the document. Top, right, and bottom margins must be 1 inch. These are NOT the default settings of Microsoft

Word, so you will need to adjust them for every "section" of your document. These margins apply to **all** portions of the thesis, including appendices, illustrations, tables, and graphs.

Do not leave empty space at the bottom of a page, except when at the end of a major heading (chapter). If a table or figure does not fit on that page and is put on the next page, fill in this blank space with the next available text down to the bottom margin or top footnote, even if this text is on a new subject.

Page Numbering

Page numbers should be centered and ½ inch from the bottom of each page, this is already set in the template pages but please double check before submitting. Note that the default for footers in Word appears to be two lines: Your page number is inserted on the upper line so you don't see the lower (empty) one. When you set your footer to be ½", you also need to delete this empty line below the number in order to get the page number in the proper position.

The title page is counted as "i" although the pagination is <u>not</u> shown. Additional pages prior to the body of the thesis should be numbered with small Roman numerals (ii, iii, etc.). The body of the thesis through the appendix should be numbered with Arabic numerals (1, 2, 3, etc.). Page numbers should be centered in portrait layout even though tables and figures may be shown in landscape formats. For instructions on moving the page number on landscape pages, see the appropriate supplement to the Thesis Guide on the Graduate College website (http://graduate.missouristate.edu).

Paragraphs

Indent all paragraphs ½ inch. Do not put extra spacing between paragraphs. In addition, paragraphs should be formatted so that there is zero added space above/below them. Justify on the left side only. Consult the style manual approved by the faculty in your program to determine appropriate actions on widow and orphan issues.

Spacing

Double space the body of the text, including between paragraphs. Some versions of Word will default to adding additional spacing between paragraphs, and the "before" and "after" spacing in the paragraph settings need to be set to 0 pt.

Single spacing is required for the abstract, footnotes, quotations of five lines or more separated from the paragraph, table headings, figure captions, and items within in a bulleted/numbered list (double space between items). In addition, single spacing is acceptable for subheadings in the Table of Contents and in the Acknowledgement Page if this enables these sections to be one page. Finally, references should also be single spaced within the reference and double spaced between references.

Abbreviations

Each abbreviation and acronym should be introduced in parenthesis immediately after the first use of the complete word or phrase. The only exception is that this can be omitted for very uniformly accepted and understood abbreviations, such as USA, FBI, DNA, and for common units of measure (e.g., g for grams, cm for centimeters).

Headings

Headings are essential for dividing the body of the thesis, and **a standard format is required by the Graduate College**. This format may be an exception to the style manual approved by the faculty in your program, but you are to follow the Thesis Guide. Headings should be descriptive, focus attention on distinctive sections, and thus enable a quick targeting of salient information addressed in the thesis. Depending on the nature of the subject, more than one level of heading may be appropriate. It is vital that there is a consistency in placement and other aspects of formatting headings that divide the text.

Start main (primary) headings on a new page. These primary headings should be centered, bold, upper case, and separated from the text that follows by an extra space (blank line). Secondary headings should follow a blank line (double-spacing), be placed at the left margin, bold, and capitalize only the first letter of words. Tertiary headings will be placed as the first word(s) of the paragraph of that section, indented, bolded, first letter of words capitalized, and followed by a period. Fourth level headings should be indented, underlined, with the first letter of words capitalized, followed by a period; fifth level heading should be indented, italicized with the first letter of words capitalized, followed by a period. The first sentence of the paragraph will then follow on the same line for 3rd-5th level headings. The format of primary, secondary, and tertiary headings is modeled in this Thesis Guide. Make sure your Table of Contents matches these heading types.

It is not acceptable to have just one subheading under a larger heading. For example, if you are to use secondary headings under a primary heading, there must be

two or more headings. This would be analogous to an outline that has an "A" but no "B." In other words, you must break up a larger heading into <u>at least two</u> smaller headings.

Citation of Literature

Every reference cited in the text should be listed in the Literature Cited (Reference) section that follows the main body of the thesis. Likewise, references listed in the Literature Cited section will have been cited in the text or they should not be listed. This one-to-one correspondence between citations and listing of references is essential.

Citations. The manner of literature citations made in the text, as well as the format of the Literature Cited (Reference) section of the thesis, varies with discipline. The most important consideration in citation of references is <u>consistency</u>. Most often, the citations in the text are done using the author and date system. Two applications of this system are: (a) "A recent survey of perceptions of graduate students indicated the primary barrier to obtain an advanced degree is writing the thesis (Smith and Jones, 2008)"; and (b) "Smith and Jones (2008) concluded from a survey of graduate student perceptions that writing the thesis is the primary barrier to obtaining a degree." However, since even formatting by the name and date system is not done in the same manner in each discipline, please follow explicitly the style manual agreed upon with your advisor. The Graduate College does not dictate this choice, but you <u>must be consistent in details</u> such as:

- Use of "and" vs. "&"
- Use of "et al." when a reference has multiple authors

- Punctuation within citations, and between citations that are in the same parentheses

- When multiple references are cited together, use the proper sequence (chronological and alphabetical)

- Use lower case (a,b,c…) when you have multiple references by the same author in the same year. For example: (Bird, 2008a) and (Bird, 2008b). The same letters must be present in the reference list too.

Listing References. Each reference cited in the text must be listed in the Literature Cited (Reference) section. The style and sequence or order of arranging elements within a reference will follow the style manual your advisor has indicated. Similarly, the order of listing references should conform to that style manual. While an alphabetical listing is the most common method, some disciplines have their own unique approach. As with citing the references in the thesis text, the format used to list the references must be consistent; each reference listed must be in the same format.

Tables, Figures, Illustrations, and Appendices

These elements of a thesis are intended to be concise, focused forms of communication. A reader should be able to gain the salient information without reliance on extensive reading of the text. Titles (captions), headings, labels, graph axes, symbols, abbreviations, and other elements of figures, tables, and illustrations must be self-explanatory. A figure, table, or illustration can either occupy a separate page of the thesis or be integrated within a page of text, but this must be consistent throughout the entire thesis. If included on pages with text, there must be a blank line (double-spacing) before and after the table/figure to clearly set it apart from the text. The text must cite a figure or table when those data are noted. For example: "Graduate enrollment at Missouri State

University reached its highest level in 2002 (Table 1)." Relative to where a figure/table is first mentioned in the text, the figure/table must be put lower on that page or on the next available page. Alternatively, some formats put all the figures/tables at the end of that section (such as Results) or at the end of the thesis (after references). If this method is used, present all tables (in the order mentioned in the text), and then present all figures.

As stated previously, there should not be blank space at the bottom of a page (except if it is the end of a "chapter," since each major heading must start on a new page). This frequently means a table/figure that is put on the page following its first mention will not be immediately after the paragraph where it is named. There may be text on the next topic added to fill the page to the bottom.

Tables. Tabular data, whether numerical or words, are appropriate for a table format. Tables might include a variety of types of data (measurement, calculation, and description), statistical analysis, lists, or succinct descriptions. To be a "tables", it must display the information in two or more columns and two or more rows (column and row headers do not count as "data"). One column of information should be formatted as a list. Several general guidelines apply; an example is provided after the following instructions (Table 1). Thesis tables should look like the example below (NOTE: dotted lines on example do not show when printed).

- The table number and accompanying title/caption is placed **above** the body of the table. Follow your selected style manual as to whether these elements are centered or left justified without indentation, and whether each word starts with a capital letter.

- Table captions should be focused, descriptive, and short. However, it may need to be 2-3 lines so that the table and caption are self-explanatory. Captions should be single spaced.

- Use a solid line above and below the body of the table, thus delimiting table.

- Follow main column headings by a line that separates them from the data.

- Use horizontal lines within the headings section to encompass several common elements.

- Vertical lines and gridlines are not acceptable in a table. Instead, use extra space to separate rows. Generally, rows of data should be double spaced, but this can be reduced to 1.5 spacing if double-spacing prevents the table from fitting on one page.

- Depending on the number of columns and amount of text in each, the table can extend from margin to margin, or can be narrower. If the latter, it can be left-justified or centered, but this decision must be consistent for all tables narrower than the page margins.

- Spacing <u>within</u> a row of the table can be single-spaced if lots of text, but additional spacing is <u>required</u> between rows of the table (2x or 1.5x).

- Excessively large and complex tables that require multiple pages are discouraged, but if necessary, secondary pages should state "Table X continued" and repeat the headings (and footnotes, if any).

- Table footers are used to explain symbols, give notes on a statistical analysis, define abbreviations, amplify certain aspects of the table, or recognize sources.

- Theses including tables should provide a List of Tables (table number, title, and page) section following the Table of Contents. It is not necessary to include the entire table caption here, just what might be considered the table "title" (often the first few words of the caption).

Figures. These include a variety of illustrative materials such as graphs, charts, schematics and diagrams, line drawings, maps, photographs, and photomicrographs. The following guidelines apply:

- Figure captions should be placed immediately **below** the figure. This includes the figure number (e.g., Figure 1) followed by a concise, descriptive statement. The figure caption should only be placed on the prior page if space prohibits placement directly below the figure. The figure caption can line-up with the left edge of the figure or the left margin: if less than one line and the figure is centered, another option is to center the captions too. It is generally

easier to type the figure caption as part of the thesis text rather than as part of the figure itself. The example figure below shows this formatting (Figure 1).

- Figures should be large enough and be easily interpreted.

- Use the same font style for the axes labels, axes numbers, figure legend/labeling, etc. as you use for the thesis text.

- Number figures sequentially through the manuscript.

- Color can be used in graphs, maps, photos, etc. If color is used, please be aware that there is an additional cost (to the student) for each bound copy.

- Glossy prints, photomicrographs, or other figures not produced on the regular thesis paper should be mounted (specific method optional) in such a matter as to ensure permanency.

- Theses including figures should provide a list of Figures (figure number, title, and page) following the Table of Contents. It is not necessary to include the entire figure caption here, just what might be considered the figure "title" (often the first few words of the caption).
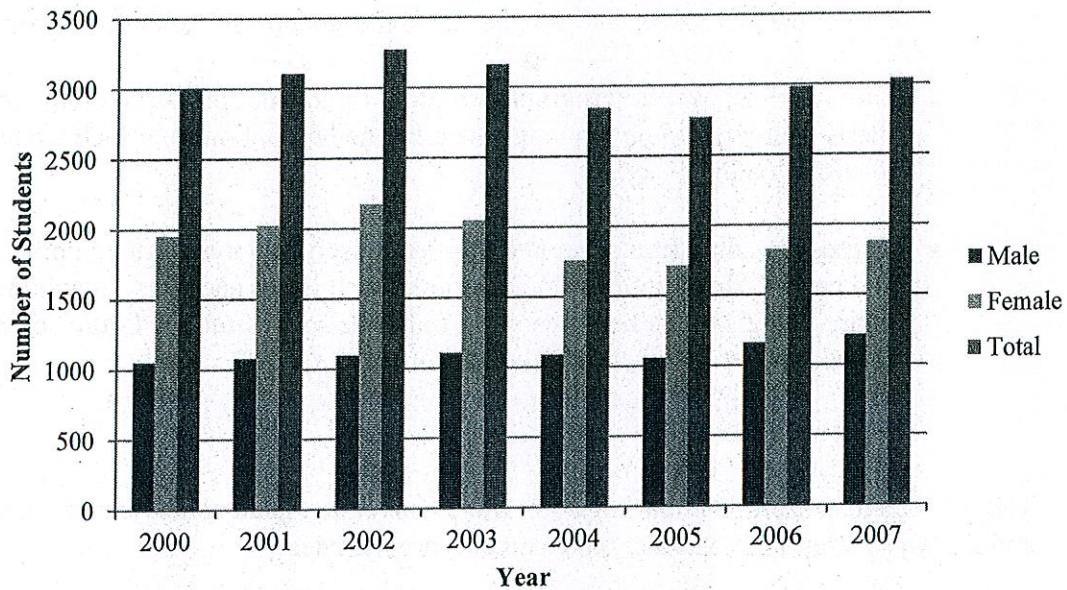
Table 1. Graduate Enrollment at Missouri State University. Data are divided by gender and shown by year. Post-baccalaureate students are included.

	Fall Semester Headcount [1]		
Year	Male	Female	Total
2000	1052	1952	3004
2001	1080	2025	3105
2002	1095	2175	3270
2003	1108	2051	3159
2004	1088	1757	2845
2005	1057	1714	2771
2006	1160	1824	2984
2007	1213	1880	3093

[1] Includes full-time and part-time students.

Illustrations. Black ink must be used for hand-lettering or ink work. Photographs not already in digital formats or other illustrations may be scanned and inserted or mounted (either with spray glue or by dry-mounting process) on thesis paper and must be within the margins stipulated. These are all considered "figures".

Fall Semester Headcount

Figure 1. Graduate Enrollment at Missouri State University. Data are divided by gender and shown by year. Post-baccalaureate students are included.

Numerals. Numbers in the text or table that are less than 1.00 should be consistently formatted—either all including a zero prior to the decimal point or none (e.g., all 0.123 or all .123).

Appendices. Appendices are for including documentation or details that are not part of the formal thesis, but you want them bound with the thesis for someone to access later. For example, appendices may include information that would not be sent to a professional journal to be part of a publication. These should be listed in your Table of

Contents and each must be mentioned at least once in the body of the thesis (often in parentheses) as you would cite each reference. If you have more than one appendix, the order of your appendices at the back must match the order in which they are mentioned.

If you have just one appendix, format the heading "APPENDIX" at the top of the page and in the Table of Contents as a primary heading. If you have more than one appendix, make "APPENDICES" your primary heading and treat each appendix as a secondary heading (Appendix A, Appendix B, etc.). To avoid confusion, tables and/or figures in these appendices should not be called "tables and figures" or be included in the Lists of Tables/Figures: Start captions with "Appendix B. ..." If you want to put multiple pieces (text, tables, figures) within one appendix (i.e., tertiary divisions), these can be called Appendix B-1, Appendix B-2, etc.

STYLE GUIDES

A number of formatting elements are not addressed in the previous section because of the wide variation in practices from one discipline to another. No single style guide or manual is satisfactory for providing guidance in the preparation of theses from across all disciplines. The choice of a style guide or manual to assist you will be guided by the nature of the thesis and the professional standards of your academic discipline. Consult with your thesis advisor concerning use of a style manual for form and style that have not been addressed in this Thesis Guide. Advisors may often request that you adopt the style of a specific journal. **The style manual (or journal format) selected must be specified in the Student Checklist.**

Below are some helpful resources available to you when formatting your paper to your specific style.

Style Guides - Meyer Library

http://guides.library.missouristate.edu/citationandstyleguides

The Style Guides contain information on APA, Chicago, MLA, Turabian, AP, AMA, CSE, and many others. Most are outside links. The Citation and Style Guides page also shows the location of the manuals in Meyer Library.

MSU Writing Center

http://writingcenter.missouristate.edu/

Writing consultants can aid in every part of the writing process, including brainstorming, researching, drafting, revising, and organizing a paper. Consultants also assist writers with grammar, punctuation, and the citation methods of the Modern Language Association, the American Psychological Association, the American Medical Association, and the Associated Press, among others.

Citation formatting online resource:

www.citationmachine.net

THESIS REVIEW AND SUBMISSION

Research Involving Humans or Animals

Missouri State University requires "*All research involving human subjects in any way, regardless of the source of support funds, must be reviewed by the Protection of Human Subjects Institutional Review Board (IRB) before it is undertaken.*" The University policy is in accordance with the federal government regulations 45 CFR 46 Federal Policy for the Protection of Human Subjects. Applicants are required to complete training <u>before</u> engaging in projects involving human participants. In addition, the Privacy Rule of the Human Insurance Portability and Accountability Act (HIPAA) took effect on April 14, 2003 and it contains additional requirements for anyone conducting human participant research that involves protected health information (PHI). Complete information on these requirements and the required on-line training can be found on the Office of Sponsored Research website, <u>http://www.srp.missouristate.edu/</u>. **No thesis will be accepted by the Graduate College in which these requirements are not completed.** Approval by the IRB must be indicated in the thesis. This can be done by either including a copy of the approval letter in the appendix, or by a statement in the Methods section where participants are described similar to the following: "Prior approval for this project was obtained from the Missouri State University IRB (April 1, 2001; approval #2001-36)."

The U.S. Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals requires institutions to establish and maintain proper measures to ensure the appropriate care and use of all animals involved in research, research training,

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and biological testing activities conducted or supported by the PHS. In accordance with this policy, the University requires that all projects proposing to use live vertebrate animals have been reviewed and approved by the Institutional Animal Care and Use Committee (IACUC) prior to the start of the project. **No thesis will be accepted by the Graduate College in which these requirements are not completed.** Approval by the IACUC must be indicated in the thesis. This can be done by either including a copy of the approval letter in the appendix, or by a statement in the Methods section where animal care/treatment is described similar to the following: "Prior approval for this project was obtained from the Missouri State University IACUC (April 1, 2001; approval #2001-36)."

Research involving recombinant DNA techniques and other biohazards (e.g., infectious or venomous agents) must be reviewed by the Institutional Biosafety Committee (IBC). The IBC will: review the proposed research and consult with researchers on biosafety procedures; train faculty, staff, and students involved in biohazardous research to obtain compliance with appropriate rules; conduct surveillance of laboratories using these techniques/agents; and investigate accidents involving biohazardous agents.

Graduate College Review

Prior to submitting the "review copy" of your thesis to the Graduate College, it is highly recommended that you submit your thesis to SafeAssignment. This service is free to you, and will help you check that you have referenced appropriately and avoid plagiarism. For instructions on uploading your thesis to SafeAssignment, see the

appropriate supplement to the Thesis Guide on the Graduate College website (http://graduate.missouristate.edu).

One (1) hard copy of the thesis and a digital copy, which has been approved by your committee, must be submitted to the Graduate Office for review approximately two weeks before the end of the semester (see current Graduate Calendar for specific deadlines). The digital copy must be in one Word document. **When submitting your thesis copy for review, be sure to leave the watermark "template" on your preliminary pages, you will remove this watermark after revisions are made and before your final copy is turned in.**

In addition, if following a professional journal's format for details not specified in this Thesis Guide, submit a recent article published in that journal. The "review" copy is a thesis in final form, not a working draft; however this copy does not need to be on bond paper. The Acceptance/Signature page must include original signatures of all members of the thesis committee. **Also, the student must include a signed Student Checklist found in this Thesis Guide (see below).** Once the thesis is reviewed by the Graduate College, you will be asked to pick up the copy and will receive a memo outlining changes (if any) that need to be made. You will have approximately two weeks following graduation (a specific date will be noted on the memo from the Graduate College) to make any requested corrections and submit final copies. No other changes/editing are allowed at that point, so all changes desired by the student and thesis committee must be completed <u>before</u> submitting the review copy to the Graduate College.

Final Copies

Once appropriate changes have been made, you may remove the "template" watermark from your thesis and you will need to complete the "Final Thesis Submission Checklist". Some requirements you'll find on the checklist will include: Turning in your digital copy, which is maintained by the Missouri State University Libraries, and at least three (3) unbound final copies of the thesis must be submitted to the Graduate College. The format of the digital copy must be in an archival PDF (PDF/A-1a). For instructions converting a Word or normal PDF document to this special format, see the appropriate supplement to the Thesis Guide on the Graduate College website (http://graduate.missouristate.edu). Please note that some documents may require conversion using PDF/A-1b. Documents converted as PDF/A-1b are compatible and can be submitted as a digital copy.

Please submit the final copies in 8 ½ x 11" box; do not use metal clips to hold the theses together as they will leave indentations in the paper. The minimum requirement is for a laser-printed original with all committee signatures and two suitable copies, all on 100% cotton-fiber bond white paper. Two copies are retained by the Library (one as an archival copy; the other as a circulation copy). The third copy is retained by the department (which may give it to the advisor or student). Additional copies for advisors, family, friends, etc., may be submitted for binding, and these will be available for the student to pick up from the department after they are returned from the bindery (usually 4-6 months).

Before turning in your hard copies and binding fee to the Graduate College, you will need to enter information into the thesis database and upload the archival PDF file of

your thesis. For instructions on how to do this, see the appropriate supplement to the Thesis Guide on the Graduate College website (http://graduate.missouristate.edu).

Thesis documents that exceed 300 pages in length must be printed as two-sided documents unless the depth of the document is less than 2 inches. This will depend on the weight of the cotton paper that you choose. In order to maintain a 1.5 inch inner margin in this case, the formatting must be adjusted. In Microsoft Word 2003, this is accomplished by going to "Page Setup" under "File" and clicking on the "Margins" tab. In this tab is a selection for Pages – Multiple Pages (found in middle of the box). In order to prepare the document for two-sided printing, select "Mirror Margins" from the dropdown box. In Microsoft Word 2007, this is accomplished by going to the "Page Layout" tab, and clicking on the "Margins" option. In this option, select "Mirrored" in order to prepare your document for two-sided printing.

For students interested in "publishing" their thesis, one option is to do so electronically through ProQuest/UMI, a for-profit company that has been archiving dissertations and theses for over 70 years (2.7 million dissertations/theses from over 700 institutions). For more information, see the ProQuest/UMI webpage for authors (http://www.proquest.com/en-US/products/dissertations/authors.shtml). The cost for including a thesis in the ProQuest/UMI searchable database is $55, and is $150 for open-access publishing. These costs are borne by the student. Note that publication as "open-access" may prohibit publishing in some professional journals, so students planning on submitting their theses to a journal should check with the journals in their field before choosing this ProQuest/UMI option.

Binding

Currently, the binding fee is $9.60 per copy, but this is subject to change according to the cost schedule of the company doing the binding. A check for the cost of binding, made payable to Missouri State University is to be presented to the Graduate College when the final theses are submitted. Binding of a thesis takes approximately one semester. Once the bound theses are received, the department will be notified that the bound copies are ready to be picked up in the Library. The department will then contact you to make arrangements for pick-up of any extra copies which you elected to have bound.

Z Grade Form

A "Z" is a deferred grade limited to a specific group of 700-900 level courses. This grade may be assigned when work on a thesis or research project has not been completed within the semester of enrollment. A Thesis "Z" Grade Removal form will be given to a student when the review copy of the thesis is picked up. This form must be signed by the thesis advisor and must accompany the final copies of a thesis submitted to the Graduate College.

Application for Graduation

Each student must apply to graduate. The deadline for this application is the first week of the semester he/she plans to graduate. Applications for graduation may be

completed at the Graduate College office (CAR 306), or submitted online at

http://graduate.missouristate.edu.

Comprehensive Exam Report

Students should verify with their advisors that the form reporting the results of their comprehensive exam (written and/or oral) has been submitted to the Graduate College.

STUDENT CHECKLIST

Submission of thesis

_____ 1. Required template pages used for all preliminary pages.

_____ 2. A digital copy (CD) of the thesis review copy is submitted along with the hard copy according the instructions of the Graduate College.

_____ 3. Specify the style manual (or professional journal) used as a supplement to this Thesis Guide for details such as citation/reference formatting [**REQUIRED**] _____ If a journal is used as your style guide, <u>a recent sample article from this journal is attached</u>. A journal's style guide is **NOT** sufficient for this requirement.

Title page

_____ 4. Title is in upper-case letters, bolded, doubled-spaced, and centered.

_____ 5. All other entries on the page are centered appropriately.

_____ 6. Template page used.

_____ 7. The title on the title page matches the title in other preliminary pages.

Copyright page (if any)

_____ 8. Template page used.

Abstract page

_____ 9. Title is in upper-case letters, bolded, double-spaced, and left justified.

_____ 10. All required departmental and degree information is included in the upper left corner.

_____ 11. The abstract is single-spaced and left-justified.

_____ 12. A list of at least five (5) keywords is included.

_____ 13. The Chairperson of your thesis committee has signed at the appropriate location.

_____ 14. Template used.

Acceptance/Signature page

_____ 15. All committee members have signed at the appropriate location.

_____ 16. Template used.

Acknowledgements page (if any)

_____ 17. This includes acknowledgements and/or dedications, in paragraph form, double-spaced unless it exceeds one page. Template used.

Table of Contents page

_____ 18. Template page used.

_____ 19. The first item on the Table of Contents starts on page 1.

_____ 20. Each level of subheading included here is indented an additional ½".

List of Tables page (if any)

_____ 21. This includes all tables in the thesis, excluding those in the Appendix. Template used.

List of Figures page (if any)

_____ 22. This includes all figures, plates, or illustrations, excluding those in the Appendix Template used.

Research Compliance (if any)

_____ 23. If human participants were used, proper approval is indicated in the thesis.

_____ 24. If non-human vertebrates were used, proper approval is indicated in the thesis.

_____ 25. If bio-hazardous materials were used, proper approval is indicated in the thesis.

Body of the Thesis

_____ 26. All primary headings within the document are centered, bolded, upper case, and followed by a blank line.

_____ 27. All secondary headings within the document are placed on the left margin, bolded, with the first letter of words capitalized and preceded by a blank line.

_____ 28. Tertiary headings w/in the document are placed as the first word(s) of that section, indented, bolded, with the first letter of words capitalized, and followed by a period.

_____ 29. Fourth level headings w/in the document are placed as the first word(s) of that section, indented, underlined, with the first letter of words capitalized, and followed by a period.

_____ 30. Fifth level headings w/in the document are placed as the first word(s) of that section, indented, italicized with the first letter of words capitalized, and followed by a period.

_____ 31. Each figure caption is located <u>below</u> the figure displayed (see Thesis Guide for an example).

_____ 32. Each title caption is located <u>above</u> the table displayed.

_____ 33. The format of each table follows that of the example in the Thesis Guide.

_____ 34. Abbreviations are clearly identified the first time that they are used.

_____ 35. All citations in the text are done in a consistent manner.

Reference page

_____ 36. All references consistently follow the style manual approved by your program. Also, they are single-spaced within the reference with a double-space between them.

_____ 37. <u>All</u> references cited in the document are located in the reference list and <u>only</u> those cited in the document are included in the reference list.

Appendix(ces) page(s) (if any)

_____ 38. Headings/subheadings follow instructions in the Thesis Guide.

_____ 39. Contents fit within margins of thesis.

Formatting of the document

_____ 40. 8.5x11 inch paper and all text is in black ink.

_____ 41. Times New Roman font and 12 point type is used.

_____ 42. Margins are set at 1.5 inches for the left margin and 1 inch for all other margins.

_____ 43. All text, figures, and tables are located within the margins.

_____ 44. Pages prior to the body of the thesis are numbered with small Roman numerals (with the exception of the title page which has no page number shown) which are centered and are ½ inch from the bottom of each page.

_____ 45. The body of the thesis through the appendices is numbered with Arabic numerals which are centered and are ½ inch from the bottom of each page.

_____ 46. All paragraphs are indented ½ inch, without any extra space between paragraphs.

_____ 47. Text within the body of the thesis is double-spaced with the exception of footnotes, quotations of longer than five lines, table/figure captions, within items of a list, and within references.

_____ 48. Documents over 300 pages are printed two-sided.

I have read the Thesis Guide and reviewed my thesis, and it complies with all of the listed requirements.

_____   _____
Signature   **Date**

MANDATORY TEMPLATE PAGES

TITLE OF THESIS (DOUBLE SPACED, ALL UPPER CASE, BOLD,

AND CENTERED)

A (Insert Masters or Doctoral) Thesis

Presented to

The Graduate College of

Missouri State University

In Partial Fulfillment

Of the Requirements for the Degree

(Insert complete title of degree and program, e.g., Master of Science, Biology)

By

(Insert name, e.g., Jane Ann Doe)

(Insert month/year of graduation, e.g., December 2013)

[NOTE: THIS PAGE IS NOT REQUIRED. IF USED, DELETE THIS NOTE AND REPLACE WITH BLANK SPACE TO KEEP THE TEXT BELOW IN IT CURRENT POSITION.]

TITLE (DOUBLED SPACED, ALL UPPER CASE, BOLD, LEFT JUSTIFIED)

(Insert academic department, e.g., History)

Missouri State University, (Insert month year, e.g., December 2013)

(Insert title of degree, e.g., Master of Arts)

(Insert your name, e.g., John Doe)

ABSTRACT

The formatting of this abstract should be one paragraph without indenting and single spaced. The length of the abstract is limited to this space so that everything fits on this one page. There must be at least two single-spaced blank lines between the abstract and the line with keywords.

Last line of abstract

KEYWORDS: (list at least five keywords or phrases here: use lowercase and separate with commas; note that if two lines are used, the second line is not indented)

This abstract is approved as to form and content

(Chairperson's Signature will go here)

_____

(Insert Chairperson's Name Typed)
Chairperson, Advisory Committee
Missouri State University

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TITLE OF THESIS (DOUBLE SPACED, ALL UPPER CASE, BOLD, AND

CENTERED)

By

(Insert name, e.g., Roberta Rodrigues)

A (Insert Masters or Doctoral) Thesis
Submitted to the Graduate College
Of Missouri State University
In Partial Fulfillment of the Requirements
For the Degree of (Insert title of degree and program, e.g., Master of Arts, English)

(Insert graduation date, e.g., December 2013)

Approved:

_____

(type committee Chairperson's name here)

_____

(type committee member's name here)

_____

(type committee member's name here)

_____

Julie Masterson, PhD: Dean, Graduate College

ACKNOWLEDGEMENTS

If desired, a page can be inserted for the purpose of acknowledging the assistance and support of others. A dedication can be included as well, but serves a separate purpose. If used, it should be clearly delineated. Single spacing is acceptable if necessary to keep this all on one page.

I would like to thank the following people for their support during the course of my graduate studies.

A dedication can be included as well. It should be separated from the rest of the acknowledgement. The following is an example.

I dedicate this thesis to (insert person to be dedicated here).

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

INTRODUCTION

This is where you begin your thesis. Be sure to indent all paragraphs ½ inch. Do not put extra spacing between paragraphs. In addition, paragraphs should be formatted so that there is zero added space above/below them. Justify on the left side only. Consult the style manual approved by the faculty in your program to determine appropriate actions on widow and orphan issues.

Spacing

Double space the body of the text (except the abstract). Single spacing may be required for footnotes or quotations of five lines or more, and may be used for table headings and figure captions. In addition, single spacing is acceptable for subheadings in the Table of Contents and in the Acknowledgement Page if this enables these sections to be one page. Finally, references may be single spaced within the reference and double spaced between references. Consult the style manual approved by the faculty in your program for appropriate reference format. Also, note that after the primary heading on this page, and before each secondary heading, there are blank lines. This is appropriate spacing format for these types of headings.

Headings

Headings are essential for dividing the body of the thesis, and <u>a standard format is required by the Graduate College</u>. This format may be an exception to the style manual approved by the faculty in your program, but you are to follow the Thesis Guide.

Headings should be descriptive, focus attention on distinctive sections, and thus enable a quick targeting of salient information addressed in the thesis. Depending on the nature of the subject, more than one level of heading may be appropriate. It is vital that there is a consistency in placement and other aspects of formatting headings that divide the text.

Start main (primary) headings on a new page. These primary headings should be centered, bold, upper case, and separated from the text that follows by extra space (blank line). Secondary headings should follow a blank line (double-spacing), be placed at the left margin, bold, and capitalize only the first letter of words. Tertiary headings will be placed as the first word(s) of the paragraph of that section, indented, bolded, first letter of words capitalized, and followed by a period. Fourth level headings should be indented, underlined, with the first letter of words capitalized, followed by a period; fifth level heading should be indented, italicized with the first letter of words capitalized, followed by a period. The first sentence of the paragraph will then follow on the same line for 3rd-5th level headings. The format of primary, secondary, and tertiary headings is modeled in this Thesis Guide. Make sure your Table of Contents matches these heading types.

It is not acceptable to have just one subheading under a larger heading. For example, if you are to use secondary headings under a primary heading, there must be two or more headings. This would be analogous to an outline that has an "A" but no "B."

APPENDIX G

Missouri State
U N I V E R S I T Y

Department of Defense and Strategic Studies Graduate Program
Declaration of Selection of Thesis or Non-Thesis Oral Examination/Research Paper Option

This form must be completed and approved no later than the end of the second semester of the program

Name: _____   M Number: _____

I hereby declare my intention to (select one):   Semester/Year Completing Thesis/Non-Thesis _____

◯ Write an 80-100 page thesis on a DSS-related topic approved by the Thesis/Non-Thesis Coordinator and my Thesis Committee. I understand that:

- The thesis must be wholly my original work;
- The thesis must be fully referenced in the academic style as required by MSU;
- I am responsible to form a thesis committee consisting of a first, second, and third reader, all of whom are members of the DSS graduate faculty;
- I must observe all deadlines established by DSS relative to the timely submission of the thesis

◯ Take an oral examination and write a 25-30 page research paper on a DSS-related topic approved by the Thesis/Non-Thesis Coordinator and my Exam Board. I understand that:

- The research paper must be wholly my original work;
- I am responsible to form an oral examination board consisting of three DSS faculty members from whom I have taken a course during the DSS program;
- I am required to take a two-to three-hour oral examination administered by the Board;
- Two weeks before the exam I must submit to the members of the Board my research paper

I understand that this declaration constitutes a commitment that can be changed only under demonstrably extraordinary circumstances and with the permission of the Thesis/Non-Thesis Coordinator, who is Dr. Andrei Shoumikhin.

Student Signature: _____   Date: _____

Approvals Section

The above named student's declaration is acknowledged and approved.

DSS Thesis/Non-Thesis Coordinator: _____   Date: _____

DSS Program Department Head: _____   Date: _____

APPENDIX H

Missouri State
U N I V E R S I T Y

Department of Defense and Strategic Studies
Non-Thesis Option: Requirements and Process

Non-Thesis Option for DSS students: Pursuing the Non-Thesis Option for graduation at the MSU Department of Defense and Strategic Studies is available to all qualifying DSS students, on par with the Thesis Option (See: "Thesis Project and Process"). The Non-Thesis option should not be viewed by students as a "less demanding" or "less time-consuming" alternative to writing a Thesis. Students choosing the Non-Thesis Option must complete a Research Project to be defended as part of the Comprehensive Oral Examination. Moreover, a student's knowledge of broad security and defense issues, verbal and analytic skills may be tested thoroughly during the Comprehensive Oral Examination. At the examination, students are also expected to demonstrate to the Examination Board their work ethic, commitment, and academic skills to successfully obtain a post-graduate degree.

Non-Thesis Research Project and Paper: The Non-Thesis Research Project offers students choosing the Non-Thesis Option an opportunity to demonstrate the analytic and writing skills gained from the DSS graduate education. Students are strongly encouraged to start the Project in their first year, especially their second semester, when they should declare their preference for the Non-Thesis Option.
The deadline to declare the Thesis or Non-Thesis Option is immediately following completion of 18 credits.
The Non-Thesis Research Project should result in a 30-35-page Non-Thesis Research Paper to be submitted to the Examination Board in electronic and hard-copy versions no later than two weeks before the Comprehensive Oral Examination. The choice of the subject-matter, research methods, bibliographic sources as well as structuring, organizing and formatting the Research Paper should follow MSU recommendations for writing a thesis (See MSU's "Thesis Guide"). All or part of this Research Paper may be completed as part of a Regular DSS seminar course or as part of a Directed Reading course.

Selecting the Non-Thesis Project Mentor and the Examination Board: While contemplating the subject area for their Non-Thesis Research Project, students should consider what they find intriguing and what fuels their passion in the arena of defense and security studies. In the process, they are welcome to interact with multiple Faculty Members. By the time of announcing their preference for the Non-Thesis Option (by the end of the second semester), students need to get the agreement of at least one Faculty Member to serve as their Non-Thesis Project Mentor and on their Examination Board. They are expected to take one or more Regular or Directed Reading Courses from this Faculty Member. In all cases, this faculty Mentor should be familiar with the student's work, and optimally will have served as the professor of the DSS seminar or DR course that enables the student to work most effectively on the Non-Thesis Research Paper.

Once the Faculty Member agrees to serve as the student's Non-Thesis Project Mentor, this arrangement must be approved by the Non-Thesis Coordinator, Dr. Andrei

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Shoumikhin. The Faculty Member serving as the student's Project Mentor and Dr. Shoumikhin will be the student's main points of contact throughout the Non-Thesis Exam experience. They also will serve on the student's Examination Board. In coordination with Dr. Shoumikhin, the student's Project Mentor and the student will establish a schedule and outline of expectations for completing the research project, typically as part of a Regular DSS seminar course or as part of a Directed Reading course. The student must coordinate with his or her Mentor any plans to change the direction or format of the Non-Thesis Research Project.

By the beginning of the graduation semester, in consultation with the Non-Thesis Project Mentor and Dr. Shoumikhin, the student will select from among the DSS Faculty one additional Member of the Examination Board. Dr. Shoumikhin, the student's Project Mentor, and this third faculty member will constitute the student's Examination Board. When selecting their Research Project Mentor and additional third member of the Examination Board, students should take into consideration which Faculty Members would best serve the student's needs in terms of overall guidance and constructive criticism. Some general considerations include:
- o Faculty members' current and previous research and their familiarity with the student's interests and academic accomplishments;
- o Faculty members' familiarity with the student's course work;
- o Faculty members who will provide constructive criticism of the student's work

Non-Thesis Research Paper Structure: The Research Paper usually has chapters organized as follows:
- Abstract:
  - o Succinct statement summarizing key elements and most salient findings of the Non-Thesis Project and their potential ramifications
- Introduction:
  - o Statement of the Problem
  - o Articulation of the student's hypothesis or point of view
  - o Literature Review
  - o Explanation of research methods
- Substantive chapters:
  - o Review of the background and/or history of problems under analysis
  - o Analysis specific to the chosen subject matter
  - o Assessment and critique of opposing views
- Conclusion:
  - o Discussion of research results and their implications
  - o Scenarios of future evolutions
  - o Recommendation of policy

Use of a Regular Seminar or Directed-Reading Course Paper to Advance the Non-Thesis Research Project: DSS allows students to integrate directly into their Non-Thesis Research Project one particular paper produced by them during a Regular or Directed-Reading DSS course, especially a paper completed for this purpose and under the guidance of the student's Non-Thesis Mentor. This course paper may serve as the

methodological and/or substantive foundation of the Non-Thesis Research Project. The use of this paper in this fashion must be cited explicitly in the Non-Thesis Research Paper and discussed in advance with the Non-Thesis Mentor. The citation should follow MSU citation and attribution rules (See also: MLA Handbook for Writers of Research Papers, 7th Edition by Modern Language Association (Mar 9, 2009).

Additional Submissions to the Examination Board: Together with the Non-Thesis Report, students are to submit 2-3 papers (of at least 7 pages in length each) completed in previous DSS courses two weeks prior to the exam.

Non-Thesis Comprehensive Oral Examination: The Oral Examination under the Non-Thesis Option is to take place during the student's final (graduation) semester no later than the thesis-submission deadline set by the MSU Graduate College for that semester. Exams will take place in one of the Department's classrooms. The student is responsible for coordinating a specific time and date for the examination with his or her Mentor and Dr. Shoumikhin, and securing the commitment of the third Examination Board Member to that time and date.

The examination is intended to provide the student with an opportunity to demonstrate his or her ability to think critically and articulate thoughts cogently, analyze competing schools of thought, express opinions and defend them.

At the exam, the defense of the Non-Thesis Research Project is to be followed by oral questions covering the student's main areas of study while at DSS. (See sample questions in Appendix I). The duration of the Comprehensive Oral Exam is 2-3 hours and the student will be informed of the outcome at the conclusion of the exam.

Any student who fails the oral exam will be allowed to retake the exam the following semester. The student must register for an additional course during that semester. That is, if the student fails or otherwise does not complete the Non-Thesis Report or Comprehensive Oral Exam in the intended semester, the student must register for an additional course the following semester (suggested course: DSS 796).

Non-Thesis students may not take DSS 799: Thesis, in fulfillment of their credit requirements.

Grading:

MSU grades for the Non-Thesis Comprehensive Oral Examination are "pass" and "non-pass." DSS grades include "pass," "non-pass," "pass with distinction" and "pass with reservation." Passing "with distinction" requires a unanimous opinion of all members of the Examination Board. "Pass with reservation" may be assigned with the agreement of a majority of the exam committee.

A Comprehensive Oral Examination form will be provided to the student prior to the exam. This form must be completed and submitted just prior to the exam.

Deadlines:
- End of First Semester: Meet with Dr. Shoumikhin for an initial consultation regarding choosing the Thesis or Non-Thesis option
- End of Second Semester: Declare Thesis or Non-Thesis Option
- End of Second Semester: Select first Board Member and receive confirmation
- Beginning of Fourth Semester: Select second and third Board Members and receive confirmation
- Middle-End of Forth Semester: Submit Non-Thesis Project paper
- End of Forth Semester (before MSU Thesis Submission deadline date): Execute Comprehensive Oral Exam

DSS administrative support: At every stage of the Non-Thesis Process, students may rely on the advice and support of the Thesis Coordinator, Dr. Shoumikhin, and other members of the Staff. Students are welcome to contact Dr. Shoumikhin by email (ashoumikhin@aol.com), or set up personal meetings with him during Office hours to discuss:
- Complying with MSU and DSS Requirements
- Making a choice between the Thesis and Non-Thesis Options for graduation
- Identifying areas of Non-Thesis research
- Preparing and filing all documents related to the Non-Thesis Project
- Interacting with DSS Faculty Members in establishing the Examination Board, etc.

Students are required to inform Dr. Shoumikhin regularly of their progress in the Non-Thesis Project.

Student Responsibilities: The Non-Thesis Process takes serious preparation to complete successfully. Students should expect to exert considerable effort to produce an acceptable Non-Thesis Research Paper. It is the student's responsibility to do the following:
- Make a clear timeline for completing all phases of the Non-Thesis Process in consultation with the Non-Thesis Mentor
- Take personal responsibility for the work required and the end product
- Report progress and setbacks to the Mentor and DSS Office (Dr. Shoumikhin) periodically
- Expect critically constructive feedback in the process of preparation and presentation of the Non-Thesis Paper and be receptive and responsive to suggestions from the student's Project Mentor and Dr. Shoumikhin
- Follow ethical guidelines and comply with all MSU policies and procedures
- Most importantly, ask for help when needed!

Faculty Responsibilities: Faculty members serving as the Non-Thesis Mentors and Oral Examination Board Members are expected to help students understand the importance and expectations of each stage of the Non-Thesis process. They should clearly communicate their availability (or lack thereof) to students.

The Non-Thesis Mentors have special responsibilities working most closely with the student and giving the most guidance. This may be done during a Regular DSS seminar course or a Directed Reading course. Mentors are expected to meet personally with the student to discuss and facilitate the Non-Thesis process, give advice at all stages of the Non-Thesis Project, and help the student coordinate with other members of respective Examination Boards.

Acknowledgment:

A.   I certify that I have read this document and understand all components.

_____   _____
Non-Thesis Student Name   Date

_____
Student Signature

B.   I certify that I will be available under reasonable circumstances to the student for assistance in the completion of the thesis process.

_____   _____
Non-Thesis Mentor   Date

_____
Mentor Signature

This statement will be circulated to all DSS Faculty Members and students for information. It will be signed by Non-Thesis Mentors and students upon the formation of the Examination Board.

APPENDIX I

MISSOURI STATE UNIVERSITY
GRADUATE COLLEGE
COMPREHENSIVE EXAMINATION
APPLICATION/RESULTS FORM

Section 1: To be completed by student

Name: _____ M-number: _____

Mailing Address: _____

Email Address: _____ Telephone: _____

Degree and Area: _____ Expected Graduation Date: _____

Student Signature: _____ Date: _____

Section 2: To be completed by department with a copy sent to student

NOTIFICATION OF TIME AND PLACE

Please report on (month/date/year):_____ at:_____

to (Building and room number):_____

Signature of Department:_____Date:_____

Section 3: To be filled out by the department upon the completion of the comprehensive exam and then submitted to the Graduate College for approval. Graduate College will approve and send copy to student and to the department.

RESULTS

Pass with Distinction   Pass   Not Pass
☐   ☐   ☐

Approved by:_____Date:_____
(Signature of Exam Board Member)

Approved by:_____Date:_____
(Signature of Exam Board Member)

Approved by:_____Date:_____
(Signature of Exam Board Member)

Submitted by:_____Date:_____
(Signature of Department Head/Program Director)

Accepted by:_____Date:_____
(Signature of Graduate College)

APPENDIX J

Sample Questions for the Comprehensive Examination

Students who opt to take the non-thesis comprehensive exam should understand that they may be asked a range of questions on a variety of issues covered during their academic pursuits at DSS, for example:
- Key authors and publications that influenced your studies at DSS;
- Theories explaining Waltz' analysis of why nations go to war;
- Theories of deterrence, including Schelling and Kahn;
- The basic parameters of the Just War Doctrine;
- The relationship between deterrence theory and U.S. Cold War arms control policy;
- Key emerging strategic challenges to U.S. and global security;
- U.S. approaches to counterproliferation, unilateral and multilateral;
- Evolving roles of intelligence and counterintelligence;
- Strategic culture of Islamic radicalism;
- Methods and prospects of counterterrorism.

Additionally, to establish students' proficiency in analysis and critical thinking, they may be asked to answer general questions on defense and strategic policy, for example:
- Having studied a range of issues at DSS, which issues do you believe are the most significant for US national security? What do you think are the biggest national security challenges facing the United States today? Do you think US policymakers are addressing these issues properly?
- What US national security policies, if any, would you change and why?
- Describe an issue you studied at DSS that led you to challenge your previous assumptions about the topic. Have your opinions changed as a result?
- What is your understanding of the relationship between "defense" and "national security"?
- How do you define "strategic" in the context of your studies at DSS?